

# TEXT AMENDMENT APPLICATION

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## ABOUT TEXT AMENDMENTS

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Text amendments change the text of the Sammamish Comprehensive Plan or the Sammamish Municipal Code development regulations through additions, corrections, or other modifications.

This application is the second step in the amendment process and must be submitted by applicants within 30 days of their docket request being approved by the City Council.

The information submitted with this application will be shared with both the Planning Commission and City Council during the legislative review of the application.

## APPLICATION REQUIREMENTS AND APPROVAL

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A Text Amendment follows a legislative review process following the procedures outlined in [SMC 24A.1.020](#). This includes Public Hearings with Planning Commission and City Council, with City Council making the ultimate decision on the application.

### Code Reference

Text Amendment Process  
[SMC 24A.1.020\(2\)](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# TEXT AMENDMENT APPLICATION



## APPLICANT INFORMATION

Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
(if different)

Address: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as follows:

*ProjectType\_DocumentType (for example: TAA\_01ApplicationForm)*

- 01. Signed Application Form
- 02. Project Narrative
  - Include a detailed statement of what is proposed to be changed and why.
  - Describe the anticipated impacts, including geographic area(s) affected and issues presented.
  - Explain why existing Comprehensive Plan guidance should not continue in effect or why the existing criteria no longer apply.
  - Describe how the proposed amendment complies with the Growth Management Act’s goals and specific requirements.
  - Explain how the proposed amendment complies with regional and/or county goals and policies.
  - Describe how the proposed amendment complies with the Sammamish Vision Statement.
  - Explain how functional plans and capital improvement programs support the change.
  - Describe public review of the recommended change, necessary implementation and alternatives.
- 03. Non-Project SEPA Environmental Checklist
- 04. Criterion Compliance Narrative
  - Detail how the application meets the criteria listed in [SMC 24A.10.030](#).

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 24A.10 SMC](#).

Applicant and/or Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant and/or Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Code or Plan Amendments & Interpretations	Text Amendment

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.