



DEVELOPMENT REGULATION AMENDMENT APPLICATION – 2026 CYCLE

DIRECTIONS: All materials listed in the Application Checklist table below must be provided as part of the application submittal process. Additional materials may be required. If you have any questions, please send an email to knobis@seatacwa.gov.

PRE-APPLICATION MEETINGS: Pre-application meetings are encouraged, but not required, before submitting an application. To schedule a meeting, please send an email to knobis@seatacwa.gov (Meetings can be virtual or in-person.)

APPLICATION DUE DATE: 5:00 PM, OCTOBER 16, 2026

SUBMITTAL CHECKLIST

In addition to the application form on the following pages, the applicant must fill in and submit the Submittal Checklist information below.

Name of Project/Proposal: _____
(Example: "J. Smith Amendment.")

SUBMITTAL REQUIREMENTS		Applicant (Check items submitted with application)	Staff
1	Submittal Cover Sheet & Development Regulation Application Form - Completed application form with signatures		
2	Supplemental Information as Required (see following page)		
3	SEPA Environmental Checklist - Completed SEPA Checklist (Available on Comprehensive Plan Amendment website)		
4	Payment of Submittal Fees Applicants will be contacted regarding payment of submittal fees after application materials received. See City of SeaTac Fee Schedule for Comprehensive Plan Amendment Application and SEPA Checklist fees (other fees may be required).		



How to Submit Proposal:

All applications must be submitted through the City of SeaTac's online permit portal. Paper applications and email submittals will not be accepted.

Application Portal:

Apply through the City of SeaTac Permitting & Licensing Portal.

Before submitting, ensure you have uploaded:

- Completed amendment application (Project Narrative)
- Supporting documents (General Documents)
- Completed SEPA Environmental Checklist (General Documents)
- Any additional materials supporting your request

Once submitted, City staff will review the application for completeness. A confirmation email will be sent through the permit system, and staff will contact you if additional information is needed. Questions about the electronic submittal process can be directed by email to knobis@seatacwa.gov. For a detailed how to apply guide, see the guide [available on Comprehensive Plan Amendment website](#).

Additional Submittal Information:

SUPPLEMENTAL INFORMATION: Additional information, if any, may be requested and shall be provided at the expense of the applicant, unless waived by written determination of the City. This includes the following:

1. Supplemental environmental review and/or critical areas review if determined by to be necessary.
2. If the proposed amendment would increase the intensity or density of permitted development, the following capacity evaluations are required:
 - a. A report identifying anticipated traffic trip generation under the existing and proposed comprehensive plan.
 - b. A report identifying anticipated sewer generation under the existing and proposed comprehensive plan, including analysis of consistency with service provider's plans.
 - c. A report identifying anticipated water use under the existing and proposed comprehensive plan, including analysis of consistency with service provider's plan.

PROPOSALS RECEIVED AFTER THE PROPOSAL SUBMISSION DEADLINE: Proposals received after the Proposal Submission Deadline, shall be held over for review during the next amendment cycle.

INCOMPLETE PROPOSALS: The following proposals will be deemed incomplete and will not be considered for review:

1. Proposals that are submitted without the payment of required fees, and/or
2. Proposals with incomplete applications that are not addressed and completed within 28 days of the Proposal Submission Deadline.



DEVELOPMENT REGULATION AMENDMENT APPLICATION FORM

1. CONTACT INFORMATION

1.1 Applicant:

Name: _____
Mailing Address: [Click or tap here to enter text.](#) _____

City State Zip
Phone: _____ Email: _____
Status: (Owner, Lessee, Agent,
Etc.) _____

1.2 Designated Contact Person: (The person who will receive and disseminate all correspondence from the City.)

Name: _____
Mailing
Address: _____

City State Zip
Phone: _____ Email: _____

2. SIGNATURE OF APPLICANT

I, the undersigned, do hereby certify that the following answers are true and complete to the best of my knowledge. I understand that additional information may be required at my expense in order to complete review of the proposed amendment.

Signature

Printed Name

Date Submitted

3. DESCRIPTION OF PROPOSED AMENDMENT

(Attach additional pages as necessary to fully respond to the questions.)

3.1 Purpose of Proposed Amendment

What is the purpose of your proposed amendment?

(Describe the issue, inconsistency, gap, conflict, unintended consequence, or community need the proposed amendment is intended to address)

Click or tap here to enter text.

3.2 Proposed Regulation Changes

What changes are you proposing?

Please identify the specific chapters and/or sections of the SeaTac Municipal Code proposed for amendment.

Please specify the exact language you would like to revise by ~~crossing out~~ language you would like to remove, and underlining any new language you would like to add. Please also identify the chapters and/or sections you are proposing to amend by number.

Click or tap here to enter text.

3.3 Comprehensive Plan Consistency

How does your proposal support the goals, policies or implementation strategies set out in the Comprehensive Plan?

Please identify the goals and/or policies by chapter (called “Elements” in the Comprehensive Plan) and number.

Click or tap here to enter text.

3.4 Relationship to City Work Programs

Is the proposed amendment related to an ongoing or planned City work program, code update, subarea plan, or other planning effort?

If yes, explain why the amendment should be considered through this amendment process rather than through that effort.

Click or tap here to enter text.

3.5 Public Benefit

How will your proposal benefit the community?

Describe how the amendment addresses a demonstrated community need, improves clarity or consistency of regulations, supports adopted City policies, or provides another public benefit.

Click or tap here to enter text.

3.6 Legal Consistency

Describe how the proposed amendment is consistent with applicable state or federal laws, if known.

Click or tap here to enter text.

