



Development Services Division
21630 11th Avenue South, Suite D
Des Moines, WA 98198
Phone: (206) 870-7576
www.desmoineswa.gov

DSW-06

ZONING RECLASSIFICATION SUBMITTAL WORKSHEET

WHAT IS THE PURPOSE OF A ZONING RECLASSIFICATION AND THIS WORKSHEET?

The zoning reclassification is the process by which property owners can request a change to the current zoning classification identified for their property by the City's adopted zoning map. As part of the review process the City will review the request to determine if the proposed reclassification promotes the general welfare of the community, is consistent with the surrounding land uses, and is consistent with the Goals, Policies, and Strategies of the Des Moines Comprehensive Plan.

*This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.*

Application: Provide one (1) copy of the Master Development Application available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

Project Narrative: Provide three (3) copies. The narrative should provide a brief and thorough description of the project.

Title Certificate: Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

Site Plans: Please provide three (3) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1" = 20' (or other scale approved by the Development Services Division). The site plan shall contain the following:

- Date, Scale and North Arrow (oriented to the top of the paper/plan sheet).
- Land use action number.
- Subject property with all property lines dimensioned.
- Existing structures and distances to property lines.
- Square footage of lot(s) and of existing structures.
- Location of all environmentally critical areas regulated by Chapters 18.86 and 14.40
- Location of the nearest street(s), including alleys and other rights of way.
- Off street parking areas.
- Ground contours to adequately describe site conditions.
- Legal description of the property.
- Survey notes

- Notice Map:** Provide one (1) copy of the plat layout on 8.5"x11" paper.
- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.
- Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.
- Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.
- Certificate of Water Availability:** Please provide one (1) copy.
- Certificate of Sewer Availability:** Provide one (1) copy.
- State Environmental Policy Act (SEPA) Documentation:** All zoning reclassifications require a SEPA review in conjunction with the review of the reclassification; therefore, the applicant shall provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/1647>
- Traffic Impact Analysis (TIA):** Provide three (3) copies. The City's Transportation Engineer will determine if a TIA is warranted at the pre-application for the project.
- CD:** Provide a CD that contains all the PDF version of the studies and complete site plans.
- Additional Information Requirements:** Special studies or material requested by the City necessary for the review of the application.
- Application Fees:** As required by the current Development Services Fee Schedule.