



# Comprehensive Plan Amendment

Application Date \_\_\_\_\_

Application Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_ email \_\_\_\_\_

Agent Contact \_\_\_\_\_

Agent Contact Address \_\_\_\_\_

Agent Contact Phone \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_ This is a proposal to initiate a site-specific Comprehensive Plan Amendment proposal  
(Go to [Block 1](#))

\_\_\_\_ This is a proposal to initiate a non site-specific Comprehensive Plan Amendment proposal  
(Go to [Block 2](#))

Block 1	
Property address and/or 10-digit King County parcel number	_____
Proposed amendment to change the map designation from existing	_____
to proposed	_____
Site area (in acres or square feet)	_____
Subarea name	_____
Last date the Comprehensive Plan designation was considered	_____
Current land use district (zoning)	_____
Go to <a href="#">Block 3</a>	Community Council: ____ N/A ____ East Bellevue

## Block 2

Proposed amendment language. This can be either conceptual or specific amendatory language. Please be as specific as possible so that your proposal can be adequately evaluated. Specific wording changes proposed, should be shown in ~~strike out~~/underline format. Submit additional pages as PDF.

Reference Element of the Comprehensive Plan (e.g., Land Use, Transportation, Housing, Capital Facilities) \_\_\_\_\_

Last date the Comprehensive Plan policy or text was considered \_\_\_\_\_

Go to [Block 3](#)

## Block 3

Support for the proposed amendment. Explain the need for the amendment. Why is it being proposed? Describe how the amendment is consistent with the [Comprehensive Plan](#) Vision. Include any data, research or reasoning that supports the proposed amendment. Submit additional pages as PDF.

Go to [Block 4](#)

**Block 4**

Evaluating the proposed amendment. Explain how the proposed amendment is consistent with the Threshold Review Decision Criteria in LUC Section 20.30I.140 (refer to Comprehensive Plan Amendment and Procedures Guide). Submit additional pages as PDF.

\_\_\_\_\_ I have read the Comprehensive Plan Amendment and Procedures Guide.

\_\_\_\_\_ I have contacted Community Development staff and have received an intake application letter (required before site-specific plan amendment application submittal; attach a copy of the letter to the application form when uploading documents).

**Notice of Completeness:** Your application is considered complete 29 days after submittal, unless otherwise notified.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

*I certify that I am the owner or owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the owner's agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under the Land Use Code and other applicable Bellevue City Codes and I have full power and authority to perform on behalf of the owner all acts required to enable the city to process and review such applications.*

*I certify that the information on this application is true and correct and that the applicable requirements of the City of Bellevue, RCW and the State Environmental Policy Act (SEPA) will be met.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner or Owner's Agent



Your application is a type that requires deposit(s) and may have billable hours. This means you may receive bills in the mail for review or inspection time spent on your project in addition to the fees you pay at submittal, or you will be required to pay at or prior to issuance.

**Please send the bills to:**

Name/Company \_\_\_\_\_

Contact person \_\_\_\_\_

Billing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Address Changes**

Notify Billing Customer Service at 425-452-6860

**Billing Liabilities Changes**

Notify Billing Customer Service at 425-452-6860

**Ownership Changes**

The new owner must provide Billing Customer Service with the ownership transfer date before any billing information can be changed.

**City/School/Agency Projects**

Use the form for City Applicants and Other Agencies

Signature \_\_\_\_\_ Date \_\_\_\_\_



*For City Applicant or Qualified Agency*

This form is only applicable if you are a City of Bellevue department or an outside agency listed below, and you are requesting to be billed for submittal and issuance fees. If you are not listed below, all application fees must be paid at the time of application.

CIP/Work Order/Purchase Order/Reference #	Permit/Approval #
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**City Project Information**

**Other Agency Project Information**

Check One	Department	Row Sequence #	Check One	Agency	PO #	Row Sequence #
	COB Parks	294978		Bellevue Schools		114044
	COB Transportation	295060		KC Dept Of Trans	KC 100	541675
	COB Fire	295099		KC Solid Waste	KC 200	568614
	COB Utilities	295034		KC Wastewater	KC 300	749926
	COB Info Services	532938		City of Redmond		541621
	COB Arts	532935		Issaquah Schools		308963
	COB Info Tech	552341		Sound Transit		552268
	COB Facilities	295032		PO 98884 for Stage III, Linda Smith, 206-689-4922		
	COB CDD	648986		Sound Transit – East Link MOU		1083117
	COB Police	903897				

Project Manager \_\_\_\_\_ Phone Number \_\_\_\_\_



When applying online at MyBuildingPermit.com, there will be a list of required submittal documents for each permit. The screenshot example below shows a list of five required documents.

File Upload  
 Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.

Required Documents				
Document Type	File Size	Date Uploaded	View	Action
Bill To Form				<a href="#">Upload</a>
Final Landscape Plan				<a href="#">Upload</a>
SEPA Checklist				<a href="#">Upload</a>
Site Plan				<a href="#">Upload</a>
Storm Water Pollution Prevention Plan (SWPPP)				<a href="#">Upload</a>

## Document Waiver Instructions

If you believe a required submittal document is not applicable to your project, upload this waiver form in place of the actual required document and tell us why you think the document is not required for your project. For example, if you believe the SEPA Checklist is not required for your project, upload this waiver form in place of an actual SEPA Checklist and tell us why.

If there are multiple documents to be waived, upload one waiver form for each required document.

**Document Name** \_\_\_\_\_

**Reason why this document is not required for the project**

## Please Note

During project review, a reviewer may require you to submit a document that was originally waived at submittal.

Email [permit@bellevuewa.gov](mailto:permit@bellevuewa.gov) or call the permit center at 425-452-4898 for more information.



# SEPA Environmental Checklist

## *Project Proposals*

The City of Bellevue uses this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### **Instructions**

The checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully and to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions.

You may respond with "Not Applicable" or "Does Not Apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies and reports. Please make complete and accurate answers to these questions to the best of your ability in order to avoid delays. For assistance, see [SEPA Checklist Guidance](#) on the Washington State Department of Ecology website.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The city may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### **Background**

1. Name of proposed project, if applicable \_\_\_\_\_
2. Name of applicant \_\_\_\_\_
3. Contact person \_\_\_\_\_ Phone \_\_\_\_\_
4. Contact person address \_\_\_\_\_
5. Date this checklist was prepared \_\_\_\_\_
6. Agency requesting the checklist \_\_\_\_\_

7. Proposed timing or schedule (including phasing, if applicable)

8. Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? If yes, explain.

9. List any environmental information you know about that has been prepared or will be prepared, that is directly related to this proposal.

10. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

11. List any government approvals or permits that will be needed for your proposal, if known.



12. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

13. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and the section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

**Environmental Elements**

**Earth**

- 1. General description of the site:
  - Flat
  - Rolling
  - Hilly
  - Steep Slopes
  - Mountainous
  - Other \_\_\_\_\_
  
- 2. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_

3. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

4. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

5. Describe the purpose, type, total area and approximate quantities and total affected area of any filling, excavation and grading proposed. Indicate the source of the fill.

6. Could erosion occur as a result of clearing, construction or use? If so, generally describe.

7. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? \_\_\_\_\_

8. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

**Air**

1. What types of emissions to the air would result from the proposal during construction, operation and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

2. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

3. Proposed measures to reduce or control emissions or other impacts to air, if any.

**Water**

1. Surface Water

- a. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- b. Will the project require any work over, in or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

- c. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of the fill material.

- d. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose and approximate quantities, if known.

- e. Does the proposal lie within a 100-year floodplain? \_\_\_\_\_  
If so, note the location on the site plan.

- f. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

2. Ground Water

- a. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

- b. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

3. Water Runoff (including stormwater)

- a. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

- b. Could waste materials enter ground or surface waters? If so, generally describe.

- c. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

- d. Indicate any proposed measures to reduce or control surface, ground and runoff water, and drainage pattern impacts, if any.

**Plants**

1. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other \_\_\_\_\_
- evergreen tree: fir, cedar, pine, other \_\_\_\_\_
- shrubs
- grass
- pasture
- crop or grain
- orchards, vineyards or other permanent crops
- wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other \_\_\_\_\_
- water plants: water lily, eelgrass, milfoil, other \_\_\_\_\_
- other types of vegetation \_\_\_\_\_

2. What kind and amount of vegetation will be removed or altered?

3. List any threatened and endangered species known to be on or near the site.

4. Proposed landscaping, use of native plants or other measures to preserve or enhance vegetation on the site, if any.

5. List all noxious weeds and invasive species known to be on or near the site.

**Animals**

1. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

Birds: hawk, heron, eagle, songbirds, other \_\_\_\_\_

Mammals: deer, bear, elk, beaver, other \_\_\_\_\_

Fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

2. List any threatened and endangered species known to be on or near the site.

3. Is the site part of a migration route? If so, explain.

4. Proposed measures to preserve or enhance wildlife, if any.



5. List any invasive animal species known to be on or near the site.

**Energy and Natural Resources**

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

## Environmental Health

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill or hazardous waste, that could occur as a result of this proposal? If so, describe.

- a. Describe any known or possible contamination at the site from present or past uses.

- b. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

- c. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

d. Describe special emergency services that might be required.

e. Proposed measures to reduce or control environmental health hazards, if any.

2. Noise

a. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

b. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

c. Proposed measures to reduce or control noise impacts, if any.

## Land and Shoreline Uses

1. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

2. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to non-farm or non-forest use?

- a. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling and harvesting? If so, how?

3. Describe any structures on the site.

4. Will any structures be demolished? If so, what?

5. What is the current zoning classification of the site? \_\_\_\_\_

6. What is the current comprehensive plan designation of the site? \_\_\_\_\_

7. If applicable, what is the current shoreline master program designation of the site?

8. Has any part of the site been classified as a critical area by the city or county? If so, specify.

9. Approximately how many people would reside or work in the completed project? \_\_\_\_\_

10. Approximately how many people would the completed project displace? \_\_\_\_\_

11. Proposed measures to avoid or reduce displacement impacts, if any.

12. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

13. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any.

**Housing**

1. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

2. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

3. Proposed measures to reduce or control housing impacts, if any.

**Aesthetics**

1. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

2. What views in the immediate vicinity would be altered or obstructed?

3. Proposed measures to reduce or control aesthetic impacts, if any

### Light and Glare

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?

2. Could light or glare from the finished project be a safety hazard or interfere with views?

3. What existing off-site sources of light or glare may affect your proposal?

4. Proposed measures to reduce or control light and glare impacts, if any.

### Recreation

1. What designated and informal recreational opportunities are in the immediate vicinity?

2. Would the proposed project displace any existing recreational uses? If so, describe.

3. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

### Historic and Cultural Preservation

1. Are there any buildings, structures or sites located on or near the site that are over 45 years old listed in or eligible for listing in national, state or local preservation registers located on or near the site? If so, specifically describe.

2. Are there any landmarks, features or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

3. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.



4. Proposed measures to avoid, minimize or compensate for loss, changes to and disturbance to resources. Please include plans for the above and any permits that may be required.

### Transportation

1. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

2. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

3. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

4. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?

5. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

6. Proposed measures to reduce or control transportation impacts, if any.

### Public Service

1. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

2. Proposed measures to reduce or control direct impacts on public services, if any.

**Utilities**

1. Check the utilities currently available at the site:

- Electricity
- natural gas
- water
- refuse service
- telephone
- sanitary sewer
- septic system
- other

2. Describe the utilities that are proposed for the project, the utility providing the service and the general construction activities on the site or in the immediate vicinity which might be needed.

**Signature**

*The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.*

Signature \_\_\_\_\_

Name of signee \_\_\_\_\_

Position and Agency/Organization \_\_\_\_\_

Date Submitted \_\_\_\_\_



# Non-project Action SEPA Checklist

These questions pertain to land use actions that do not involve building and construction projects, but rather pertain to policy changes, such as code amendments and rezone actions.

Because the questions are very general, it may be helpful to read them in conjunction with the Environmental Checklist. When answering these questions, be aware of the extent to which the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented.

Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Indicate proposed measures to avoid or reduce such increases.

2. How would the proposal be likely to affect plants, animals, fish or marine life?

Indicate proposed measures to protect or conserve plants, animals, fish or marine life.

3. How would the proposal be likely to deplete energy or natural resources?

Indicate proposed measures to protect or conserve energy and natural resources.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains or prime farmlands?

Indicate proposed measures to protect such resources or to avoid or reduce impacts.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Indicate proposed measures to avoid or reduce shoreline and land use impacts.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Indicate proposed measures to reduce or respond to such demand(s).

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.