

Rezone (Zone Reclassification): Information & Application Submittal Checklist

What is a Rezone (Zone Reclassification)?

Zoning on a parcel sets the permitted uses and development standards for properties in unincorporated King County. This allows the County to consider changing the parcel zoning as shown on zoning maps and adopted by King County ordinance. This process can also be used to remove a Special District Overlay (SO) from a property

or to amend a property-specific (p-suffix) development condition. The review process evaluates the merits of a proposal against county and state regulations and assesses the potential environmental impacts. A Rezone is a type 4 land use decision that requires public notice, a public hearing held by the King County Hearing Examiner, and a recommendation sent to King County Council for final action. The applicant must provide adequate justification to support the rezone proposal.

Apply On-Line at [MyBuildingPermit.com](https://www.kingcounty.gov/permits)

Select: King County | Land Use | Any Project Type | Rezone



Criteria for a Rezone (Zone Reclassification)

A rezone shall be granted only if the applicant demonstrates that the proposal complies with the criteria for approval specified in King County Code (KCC) 21A.44.060, KCC 20.22.140, and KCC 20.22.150, including the following:

- A. The proposed rezone is consistent with the King County Comprehensive Plan; and
- B. 1. The property is potentially zoned for the reclassification being requested; or
2. An adopted subarea plan, subarea study or area zoning specifies that the property shall be subsequently considered through an individual reclassification application; or
3. The requested reclassification is based on changed conditions.

**Rezoning may have additional use-specific and site-specific development standards that must be met to demonstrate that the proposal complies with applicable laws, regulations, and adopted policies.*

State Environmental Policy Act (SEPA)

Rezone proposals are subject to the procedural and substantive requirements of SEPA ([KCC 20.44.040](https://www.kingcounty.gov/permits) or [WAC 197-11-800](https://www.kingcounty.gov/permits)). The Permitting Division includes SEPA as part of the SUP notice of application and permit review process. A SEPA Checklist and Greenhouse Gas Emissions sheet is required at the time of the application submittal. The Permitting Division then issues the SEPA threshold determination at the same time or before the issuance rezone decision. Please see the [SEPA information packets](https://www.kingcounty.gov/permits) for more.

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Prerequisite Permits and Other Agencies

Some permits and approvals come from other agencies. **Consider if your building(s) and site development may have activities related to the list below. If needed, get these permits before applying for your building permit.** See [Other agency services' permits](#).

Check for before applying for a building or development permit:

- [Public Health Approvals \(septic, well, gas piping\)](#) – Seattle-King County Public Health
- [Critical Areas Alteration Exception](#) (if on land designated as a [critical area](#))
- [Drainage Adjustment](#) – King County Water and Land Resources Division
- [Flood Permits](#) - King County Water and Land Resources Division (for if you are in a flood hazard area).
- [Historic Preservation Approval](#)– King County Department of Natural Resources [Historic Preservation Program](#)
- [Roads Variances](#) – King County Roads

Rezone (Zone Reclassification) Review Process

A rezone requires a written report and recommendation by King County Permitting Division that is given to the King County Hearing Examiner. A public hearing is required by the King County Hearing Examiner, at which time all evidence supporting or opposing the proposal is heard. They then give a written recommendation to the King County Council for final action. The Permitting Division will also review and issue a SEPA threshold determination at the same time or before the rezone report and recommendation issuance. Here is the rezone permit process:

1. **Determination of Completeness:** Once your application is submitted, Permitting staff have twenty-eight (28) days to determine if the application is complete enough for review to start. An application that fails to meet the submittal requirements is be deemed incomplete and staff will request more information.
2. **Fees:** Once you provide the necessary application material, Permitting staff will notify you of the required fees to be paid. Once paid, the application is sent for review.
3. **Notice of Application:** After Permitting staff determines that the application is complete enough for review, a Notice of Application is issued per below. The minimum public comment period for a rezone application is 24 days, although public comments may still be submitted and considered until the decision.
 1. Permitting sends out a notice of the application to property owners within a 500-foot radius of the subject property, or farther out to reach at least 20 different property owners.
 2. A notice is also published by Permitting staff in the official county newspaper and another newspaper of general circulation.
 3. The Notice of Application and related documents are posted on our web page [Public Notices](#).
 4. The applicant is required to install a [notice board \(see Notice of Construction Activity Sign Board Requirements under N\)](#) placed in a visible place on the property throughout

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the permit process so that people passing by the property can see it. More notice boards may be required by Permitting. The cost of the board is the applicant's responsibility. Permitting staff will send the applicant written instructions on the specific requirements for the notice board.

5. Notice of the application is also given to anyone who writes, calls or emails Permitting for information about the application.
4. Rezone Review: Applications are reviewed based on information you gave in the application, the KCC Title 21A - Zoning, KCC Title 20 - Planning, the King County Comprehensive Plan (KCCP), pertinent development standards, and site inspection(s). If more information is needed during review to demonstrate compliance with King County Code, we will send you a request.
5. Notice of Decision & Appeal:
 - SEPA Threshold Determination & Appeal: A SEPA threshold determination at the same time or before issuance of the rezone written report and recommendation. A copy of the written report and recommendation is sent to the applicant, public agencies of interest, and to all parties who have written, called, or emailed to Permitting Division about the permit. If the Permitting determination of non-significance (DNS) or mitigated determination of non-significance (MDNS) is appealed, the SEPA appeal hearing will be combined with the public hearing for the rezone.
 - Rezone Decision: Upon conclusion of the rezone review, Permitting staff issue a written report and recommendation to the King County Hearing Examiner. A copy of these is sent to the applicant, public agencies of interest, and to all parties who have written, called, or emailed to Permitting about the permit. A public hearing is required by the King County Hearing Examiner, at which time all evidence supporting or opposing the proposal will be heard. The Hearing Examiner gives a written recommendation for final action by King County Council.
 - Appeal of King County Hearing Examiner Decision: Affected parties may appeal the Hearing Examiner's recommendation that is made to King County Council. The Examiner's written recommendation and report include information on how to appeal and the time limit to file one.
 - Final Approval by King County Council: A rezone approval or denial is final once the King County Council takes action in the form of passing an ordinance and the process for ordinance adoption is completed. An appeal of the Council's decision may be filed with the King County Superior Court.

Additional Resources

[King County Department of Local Services, Permitting Division: Customer Service](#)

- [Property Research Guide and Property Research Video](#)
- [Permit Forms, Application Materials, and Resources: see Rezones packet](#)
- [King County Code \(KCC\) Title 21A - Zoning & King County Code \(KCC\) Title 20 - Planning](#)
- [Permit Fees](#)

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Submittal Checklist: Rezone Application

1. **Rezone Project Narrative**, include description and justification for proposed rezone and responses to how the project complies with KCC 21A.44.050 SUP criteria.
 2. **Legal Description of the Property**
 3. **Assessor's Map**, submit up-to-date prints of the Assessor's 1/4 section maps covering the area within the application and all property within 500 feet of the boundaries of it.
 4. **CUP Development Plans:**
 - (a) **Cover sheet, including:**
 - Name and contact of owner
 - Name and contact of registered engineer, land surveyor, architect, or planner
 - Existing zone classification
 - Proposed zone classification
 - Acreage within property boundaries
 - Proposed method of sewage disposal and sewer district
 - Source of water; if water district, include name;
 - Fire district
 - School district
 - Legal description (type or print)
 - A written statement of the general purposes of the project
 - An explanation of all features pertaining to uses and other pertinent matters not readily identifiable in map form
 - Vicinity map: Show sufficient area and detail to clearly locate the project in relation to surrounding roads, parks, rivers, and municipal boundaries, together with its scale
 - (b) **Scaled, Site Plan, including:**
 - Map scale and north arrow
 - Property boundaries dimensioned and clearly and accurately delineated by a heavy line or color
 - Boundary lines and zoning classification of adjacent tracts within 500 feet the property
 - Locate, name, and dimension all existing and proposed streets, and other public ways, easements, utility, and railroad rights-of-way within and adjacent to the proposed development
 - Existing and proposed topography on separate drawings showing at least 5-foot contours to be extended at least 100 feet beyond project boundaries
 - Location of any major physical features such as railroads, lakes, and rivers, including those within 500 feet of the subject property
 - All critical areas and associated buffers
 - Accurate dimensions, location, and use of all existing and proposed structures on the property
 - Identify any structures to remain or to be removed
 - Identify existing wells and/or septic tank and drain fields
 - General size, location, and uses of all existing structures within 100 feet of the subject property
 - Show elevations and/or sections of all existing and proposed buildings depicting general character of the structures, relationship between floors, entrances, building height and grades
 - If any new streets are proposed (public or private), show street construction section or reference to suitable King County Department of Transportation standards
 - Location, dimensions, and design of off-street parking facilities showing points of ingress and egress
 - Boundaries of proposed common open space land, if any; indicate proposed use
 - Proposed public dedications, e.g., school sites, parks, etc., if any, within the site
 - Preliminary landscape plan showing existing vegetation to be retained and proposed landscaping, identifying height and type of landscaping to be provided at time of planting. This plan can include narrative, if necessary
 - Easements, deed restrictions, or other encumbrances restricting the use of the property.
5. **Traffic Impact Studies**
 6. **Critical Areas Report & Wildlife Habitat Assessment**, applies if there are ecological or geological critical areas on or near the site.
 7. [SEPA Environmental Checklist & Greenhouse Gas Emissions Form](#)
 8. [Fire District Receipt](#)
 9. [Sewer Availability Certificate](#) or Approved On-Site Sewage Design from [King County Public Health On-Site Septic System \(OSS\) Program](#)
 10. [Water Availability Certificate \(listed under title W\)](#) or documentation of well approval for the use
 11. [Proof of "Legal" Lot Status](#)
 12. **Other:**
 - Photographs, charts, petitions, letters, models, or special reports may be submitted at the discretion of the applicant.
 - Feasibility assessments or special reports when deemed necessary by Permitting staff
 - Approvals for any supplemental authorizations when deemed necessary by Permitting staff, including but not limited to floodplain development, road variance or drainage adjustment
 13. **Fees:** Fees are first charged when the application is deemed complete enough to begin review. Additional review fee payments required during course of review may also apply. Refer to Permitting Division [fee guides](#) for mor