



DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

DOCKET PROCESS

Proposed revisions or amendments to the *comprehensive plan* must be considered by the City Council no more than once per year, except under special circumstances. As part of the yearly update, the City Council shall consider all proposals concurrently so that the cumulative effect of the various proposals may be ascertained. Proposed amendments to the *development regulations* (city code) must be considered at least once per year.

The city has established a *Docketing Process* to allow any interested person to suggest plan or development regulation amendments. Docketing means compiling and maintaining a list of suggested changes to the comprehensive plan or development regulations in a manner that will ensure such suggested changes will be considered by the city and will be available for review by the public. The Department of Community Development maintains the docket.

Docket forms can be submitted for amendments to the comprehensive plan or development regulations during any time of the year. Application for a proposed amendment must be made by submitting a completed application form to the Community Development Department, between August 1st and September 30th by 5:00 p.m., each year. Applications for a comprehensive plan amendment will not be accepted prior to August 1st of each year. Applications are considered the following year. Prior to August 1st, any amendment must be docketed with the city.

September 30th is the annual deadline for submitting applications for amendment requests. Sixty days prior to September 30th, the city will notify all persons who submitted a docket form that they must submit an application to the city. Requests for amendments must be submitted on application forms that are available at the Community Development Department, or online at www.cityoffederalway.com.

After the deadline for submitting application requests, Community Development shall review the applications and forward to the City Council an initial recommendation for each item.

Docket forms may be mailed to, emailed, or dropped off at:

Community Development
33325 8th Avenue South
Federal Way, WA 98003-6325
permitcenter@cityoffederalway.com