Planning and Development Services

Land Use Submittal Checklist
Rezone

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the Electronic File Standards Tip Sheet and have document file names as **listed in bold** below.

Provided	Submittal Checklist
☐	**Owner's Authorization Form**
☐	**Site Plan**
☐	**Building Elevations**, label north/east/south/west
☐	**Floor Plan(s)**
☐	**Written Narrative** (response to reclassification permit criteria)
☐	**Legal Description**: Word Document or other editable copy of legal description of the property being rezoned
☐	*PRE Record Number (required for Rezone applications)* _____
☐	*LU – SEPA Record Number (required for Rezone applications)* _____
☐	*Copy of **SEPA Determination** and Checklist if issued by Lead Agency Other than City of Tacoma*
☐	*Other* _____
☐	*Other* _____
☐	*Other* _____
	Note: Additional information may requested by staff during Pre-Application review

Additional Notes

The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the Tipsheet Index.

Applicants for CUPs and modifications to CUPs are required to submit a Pre-Application Request prior to formal land use permit submittal.

All permit applications must be submitted electronically: https://aca.accela.com/tacoma/

An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our Fee Estimator Tool is encouraged.

Information regarding the time it may take for permit issuance is available on the Permit Timeline page.

Note: This checklist does not substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.