



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
COMPREHENSIVE DESIGN PLAN APPLICATION FOR SIGNS
 (REVIEW PROCESS II)

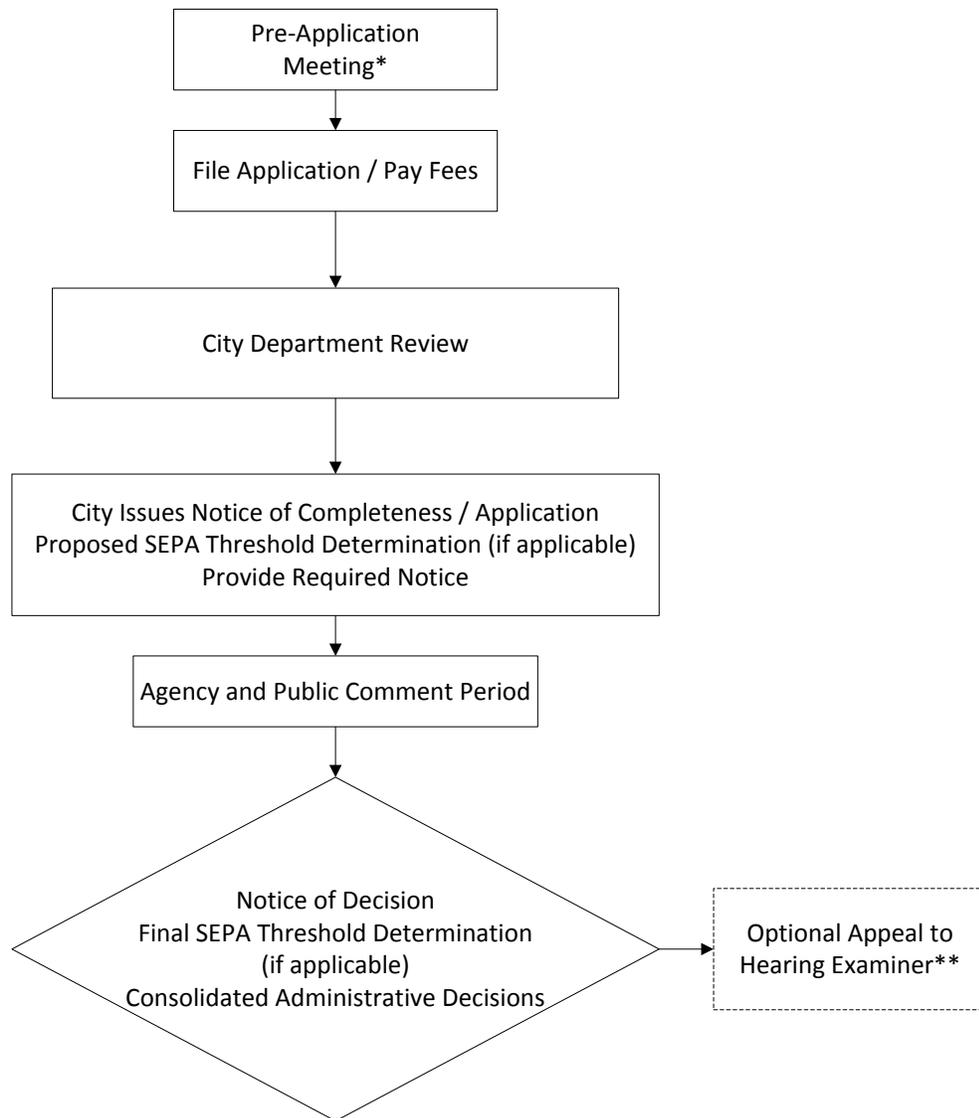
Submit the following items listed in the checklist below.

This application is for proposed deviations from the sign standards of Chapter 36 of the Zoning Code. Refer to EMC 19.36.210 for a listing of sign standards that may be modified.

<input type="checkbox"/> Fee	See current <i>Fee Schedule</i> posted online. Non-refundable and payable by check, credit card or cash upon application.
<input type="checkbox"/> Land Use Application	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/> Narrative Statement (All applications must be accompanied by a typed narrative statement.)	Describing how the proposal is consistent with the following criteria: 1. Whether the proposal manifests exceptional visual harmony between the sign, buildings and other components of the subject property through the use of a consistent design theme; 2. Whether the sign or signs promote the planned land use in the area of the subject property and enhance the aesthetics of the surrounding area; 3. Whether the sign and its placement obstructs or interferes with any other signs or property in the area or obstructs natural scenic views; 4. Whether the proposed plan is aesthetically superior to what could be installed under existing criteria in the sign code.
<input type="checkbox"/> Site Plan and Elevation Drawings	Must be drawn in accordance with the <i>Site Plan Submittal Checklist for Signs</i> . Provide 20 copies of a site plan and elevation drawings no larger than 11" x 17" . Copies must be legible and drawn to scale. Speak to a Planner to see if an electronic submittal is an option for your project.
<input type="checkbox"/> Mailing List	Must be completed per the <i>Mailing List Instructions for Review Process II</i> .
<input type="checkbox"/> Submit Application with this checklist either in <u>Person</u> or by <u>Mail</u>. Email any documents you may have in a PDF format.	In Person: City of Everett Public Works Building, Permit Counter 3200 Cedar St 2 nd Floor, Everett, WA 98201 By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201 Email documents to planning@everettwa.gov . Note the type of application in the subject line.



REVIEW PROCESS II FLOW CHART



* The Preapplication Meeting may be waived by the Planning Director.

** Any appeals of the Hearing Examiner decision are to Superior Court.



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
LAND USE APPLICATION

1) Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

FOR OFFICIAL USE ONLY

TYPE: _____

FILE # _____

FEE \$ _____ RECEIPT # _____

ASSIGNED TO: _____

2) Primary Contact (if other than applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

3) Property Owner(s) _____

Address _____ City _____ State _____ Zip Code _____

4) Project Address or Location _____

Tax Parcel No(s) _____ Area of Property (acres/sq ft) _____

Zoning _____ Comprehensive Plan Designation _____

5) Brief Description of Project _____

6) Name of the planner who conducted or waived the Pre-Application meeting _____

7) Authorization: I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature _____ Date _____

Please print name _____ Owner Applicant Primary Contact

City and State where this application is signed _____, _____

City

State

SITE PLAN SUBMITTAL CHECKLIST FOR SIGNS

In order for us to review your application, provide the following requested information on a maximum 11"X17" sheet of paper. The site plan or aerial photo must be an engineering or architectural scaled plan view (e.g. 1" = 20' or 1/4" = 1').

Provide one copy of a **Site Plan or Aerial Photo** that shows the:

- Name of the business, street address, north arrow, scale, and date drawn.
- Lot and building dimensions.
- Location of the proposed and existing freestanding sign structures and their setbacks from the lot lines.
- Dimensions of the protective landscaped island around the base of the proposed freestanding sign.
- Location of the proposed and existing signs on the building.

Provide one copy of an **Elevation Photo or Drawing** that shows the:

- Height of the proposed and existing freestanding sign structure.
- Height, width, and square footage of all proposed and existing signs.
- Height and width of the façade of the building that the sign will be placed on.
- Location of the proposed and existing signs on the building façade.
- Vertical clearance above grade if the sign is projecting.

MAILING LIST INSTRUCTIONS

REVIEW PROCESS II

Why is a mailing list required?

A mailing list is required from the applicant in order for the City to provide required notice to the owners of properties surrounding your project. It is the responsibility of the applicant to obtain accurate ownership information of the properties that must be notified and to provide that information to the City on an Excel mailing list.

Who is required to be on the Excel mailing list? All owners of properties that are within **150 feet** of the subject property.

Where do I get an Excel mailing list?

An Excel mailing list may be obtained from either:

- 1) Snohomish County Assessor's Office (assessor.snoco.org or 425.388.3433)
- 2) or any Title Company

Properties which include condominiums and/or apartments:

When a property includes condominiums, the owner of each unit must be on the mailing list. When a property includes apartments, the owner of the apartments, not the tenants, must be on the mailing list.

Format?

All mailing lists should be created in an Excel spreadsheet document (see example below).

How do I submit?

- 1) Submit the Excel list by email to: planning@everettwa.gov (Include address in subject line.)
- 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application.

Example of the Excel Spreadsheet Format

NAME	COMPANY	ADDRESS	APT/UNIT	CITY	STATE	ZIP
Jane Smith		123 Grand Ave	Apt #2	Everett	WA	98201