



CITY of EVERETT
 PLANNING and COMMUNITY DEVELOPMENT

REASONABLE USE or TRANSFER OF DEVELOPMENT RIGHTS (TDR) APPLICATION (REVIEW PROCESS I or II)

Submit the following items listed in the checklist below.

Use this application for developments within critical areas and their buffers or to apply for credits for transfer of development rights on properties with critical areas per EMC 19.37.050.B. Review Process I is a modification of critical area buffers only. Review Process II is a modification of zoning standards (such as setbacks, height or landscaping) and critical area buffer reduction or TDR only. For more information regarding TDR, see section EMC 19.37.050.B.3.c.

<input type="checkbox"/> Fee	See current <i>Fee Schedule</i> posted online. Fees are non-refundable and payable by check, credit card or cash upon intake.
<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. Submit one .
<input type="checkbox"/> Special Studies (Biological Assessment, Critical Area, Geotechnical, etc.)	Submit four copies of each study and submit the AutoCAD Project file and/or PDF by email to: planning@everettwa.gov
<input type="checkbox"/> Narrative Statement	All applications must be accompanied by a typed narrative statement describing how the proposal is consistent with the reasonable use criteria. See attached. Submit one .
<input type="checkbox"/> Site Plan and/or Survey	Must be drawn in accordance with the <i>General Site Plan Checklist</i> . May require survey to verify setbacks and/or height. Provide 20 copies and one reduced copy no larger than 11" x 17" . Copies must be legible and drawn to scale. Copies must be legible, drawn to scale, collated and folded upon submittal. A scaled plan on an 11" x 17" size paper is preferred.
<input type="checkbox"/> Mailing List	Only required for Review Process II applications. 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>.	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

NARRATIVE STATEMENT REVIEW CRITERIA FOR REASONABLE USE and TDR

All applications must be accompanied by a typed narrative statement describing how the proposal is consistent with the following criteria:

1. There is no other reasonable use or feasible alternative to the proposed development with less impact on the critical area; and
2. The proposed development does not pose a threat to the public health, safety and welfare on or off of the subject lot; and
3. Any alterations permitted to the requirements of the zoning code shall be the minimum necessary to allow for reasonable use of the property; and
4. The inability of the applicant to derive reasonable economic use of the property is not the result of actions by the applicant in subdividing the property or adjusting a boundary line thereby creating the undevelopable condition after the effective date of the zoning code; and
5. The proposal mitigates the impacts on the critical areas and buffers to the maximum extent possible.

In addition, the following information needs to be submitted:

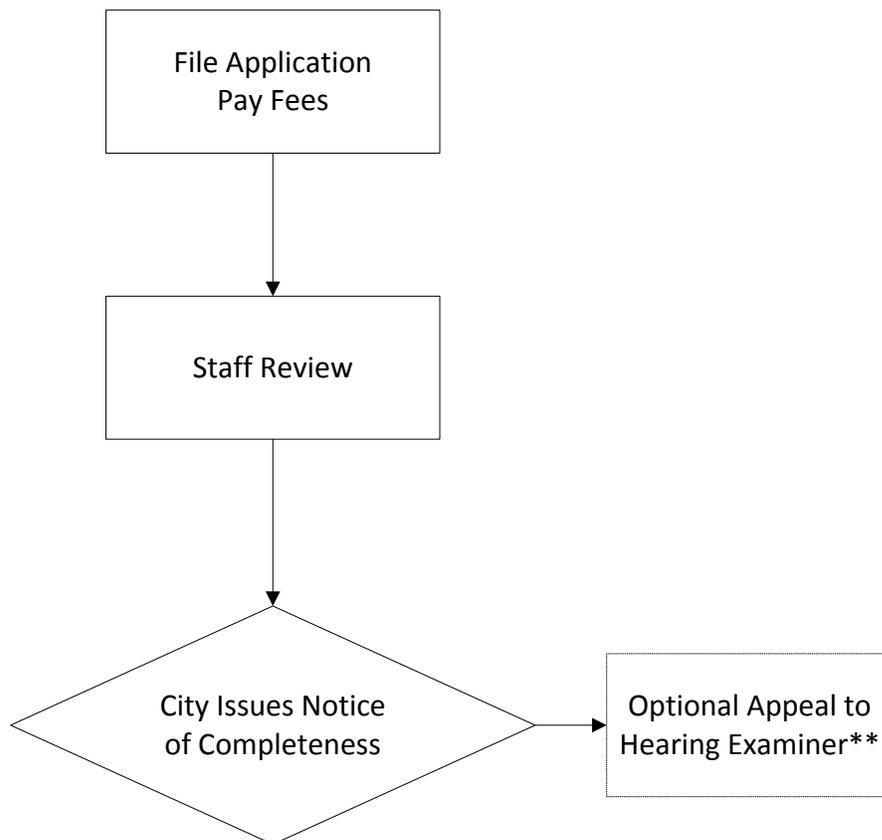
1. A description of the areas of the lot which are either critical areas, required buffers, or within setbacks required by the zoning code;
2. A description of the amount of the lot which is within setbacks required by other standards of the zoning code;
3. An analysis of the minimum development necessary to achieve a "reasonable economic use" of the lot, including a narrative which includes a factual basis for this determination;
4. An analysis of the impact that the amount of development described in #3 would have on the critical areas and buffer functions, including an analysis of impacts on fish and wildlife resources;
5. An analysis of whether any other reasonable use with less impact on the critical areas and buffers is possible. This must also include an analysis of whether there is any practicable on-site alternative to the proposed development with less impact, including reduction in density, phasing of project implementation, change in timing of activities, revision of lot layout, and/or related site planning considerations that would allow a reasonable economic use with less adverse impacts to the critical areas and buffers. The phasing analysis shall address whether pre-project mitigation of impacts to buffers is feasible to reduce impacts on critical areas. The analysis shall also address stormwater impacts and

mitigation required by the department of Ecology's Stormwater management Manual for Western Washington, including low impact development techniques when feasible;

6. A design of the proposal so that the amount of development proposed as "reasonable economic use" will have the least impact practicable on the critical areas;
7. An analysis of the modifications needed to the standards of the EMC 19.37 to accommodate the proposed development;
8. A description of any modifications needed to the required front, side and rear setbacks; building height; and landscape widths to provide for a reasonable use while providing protection to the critical areas;
9. A description of the proposed enhancement / restoration of the critical area and buffer necessary to result in no net loss of function to the maximum extent feasible; and
10. Such other information as the Planning Director determines is reasonably necessary to evaluate the issue of reasonable economic use as it relates to the proposed development.



REVIEW PROCESS I FLOW CHART



**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 _____

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

FOR OFFICIAL USE ONLY

TYPE: _____

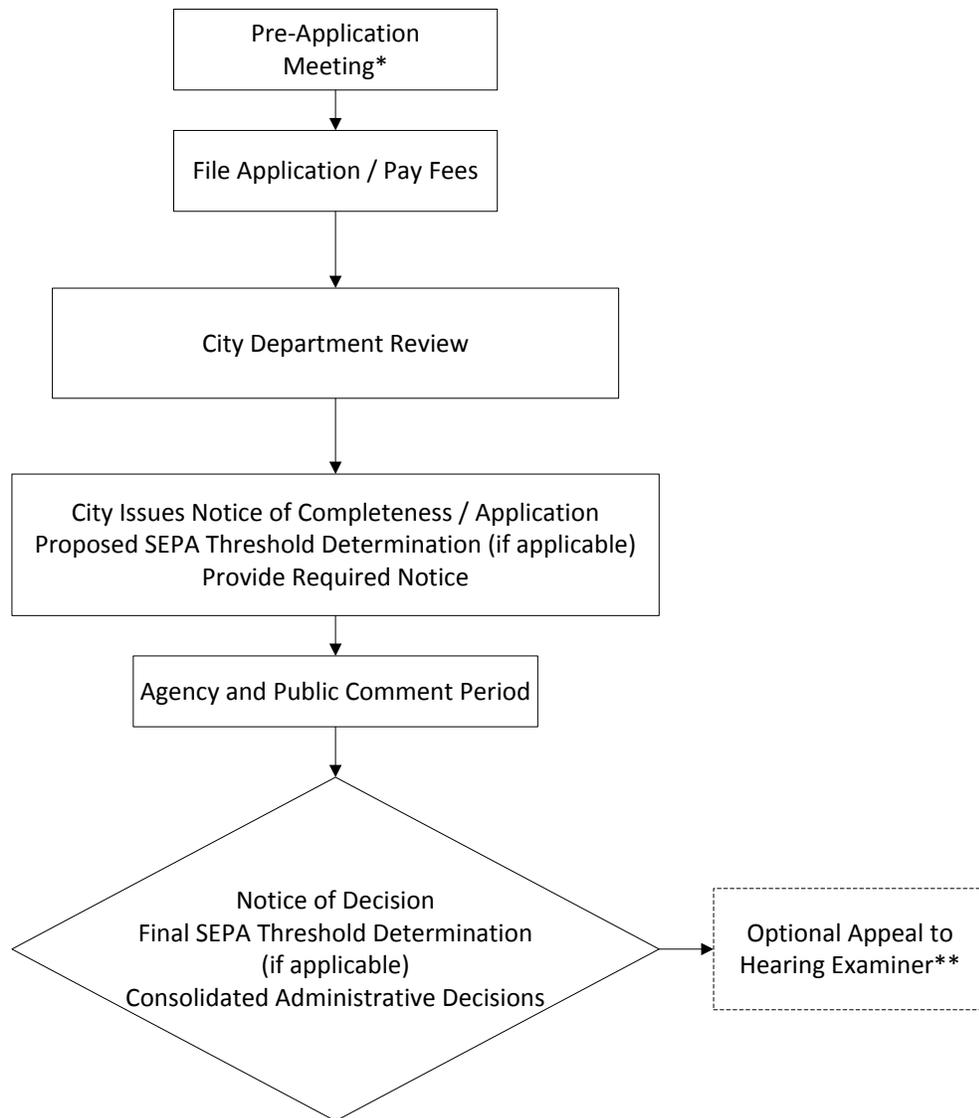
FILE # _____

FEE \$ _____ RECEIPT # _____

ASSIGNED TO: _____



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.

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

GENERAL SITE PLAN CHECKLIST

(For City of Everett Land Use Applications except subdivisions, short subs, binding site plans and boundary line adjustments.)

Note: A survey to verify setbacks or height may be required for a proposed project. Please speak with a Planner to see if your project may require a survey.

Site Plans for Pre-application Meetings: If preparing a site plan for a pre-application meeting, include as much of the listed information that you have available. (If the site contains environmentally sensitive areas, they should be delineated prior to the pre-application meeting or if within or near the 100 year floodplain, show the 100 year floodplain elevation contour.)

Site Plans for Application Submittals: Specific information must be shown on the site plan. This information will vary, depending upon the type of proposal and the specific site features.

All Site Plans:

- North arrow, scale, and date drawn.
- Lot dimensions.
- Location, dimensions, height, gross square footages, use, and type of construction of proposed and existing structures, including decks and signs. *Gross square footages are important for calculating required fire flow and parking requirements.*
- Setback dimensions for proposed buildings and other proposed or existing structures (such as proposed or existing billboards).
- Existing and proposed elevation contours at intervals of not greater than 5 feet (not required where relief is less than 5 feet). The city may require that grading contours of 2 feet be provided for specific proposals.
- Base elevation of proposed buildings, as defined by the Zoning Code.
- Location, height, and width of rockeries and retaining walls. Show topographic elevation of all rockeries/retaining walls. (For some rockeries and retaining walls, cross section diagrams may be required.)
- Location of major proposed utilities - sewer, water, gas, electricity.
- Location of fire hydrants.
- Adjacent land uses and approximate location of structures. (Required for rezones, special property use permits, expansion of non-conforming building or uses, variances, and shoreline permits.)
- Location of proposed off-street parking.

Multiple Family Development:

- Separation between buildings.
- Building facade and roofline variation.
- Locations and widths of existing and proposed driveway access to the site, adjacent to the site and across the street.
- Public right-of-way dimensions.
- Location of existing and proposed sidewalks in the public right-of-way.
- On-site driving aisles, off-street parking layout, internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.
- Required open space dimensions and square footage, and recreation facilities if applicable.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

Commercial & Industrial Development:

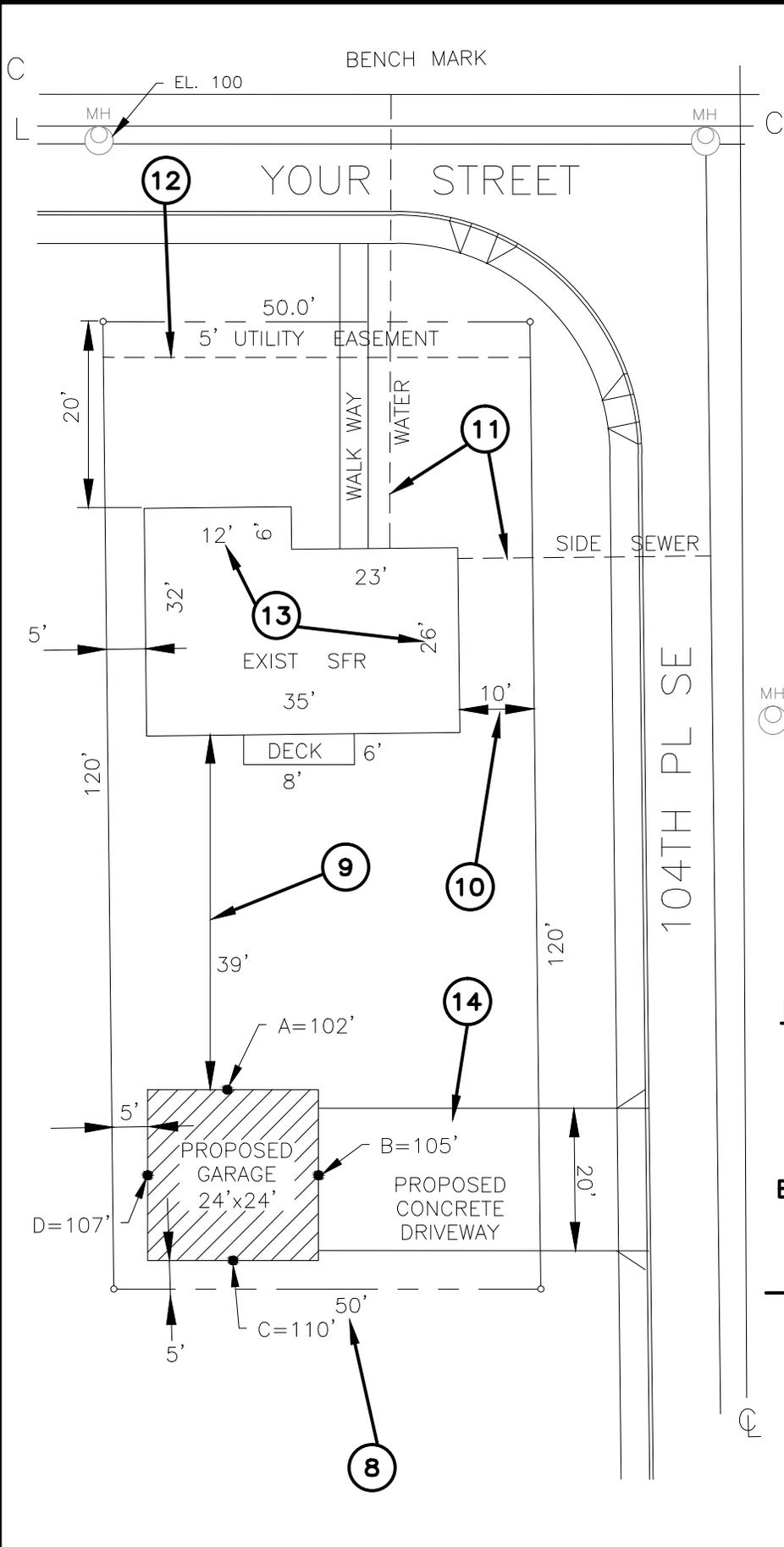
- Percent of lot coverage by buildings. See the Use Standards Table to determine if this is applicable to your proposal.
- Location of existing and proposed driveway access to the site, adjacent to the site, and across the street.
- Public right-of-way dimensions.
- On-site driving aisles, off-street parking layout, loading areas and internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.

- Required open space dimensions and square footage, and recreation facilities.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

Sites with Critical Areas on or Adjacent to the Site:

- Areas of flood hazard. Include the 100 year floodplain elevation contour.
- Wetlands and their buffers within 225 feet of the project site. Surveyed wetland delineation flag numbers must be included on the plans.
- Type Ns and Np streams and their buffers within 60 feet of the project site. Note that the ordinary high water mark or top of bank of the stream must be shown, rather than the centerline.
- Type F streams and their buffers within 200 feet of the project site. Note that the ordinary high water mark or top of bank of the stream must be shown, rather than the centerline.
- Geologically hazardous areas within 200 feet of the project site and any buffers identified in geotechnical reports, including: Erosion hazard areas, landslide hazard areas, and seismic / liquefaction hazard areas.
- Lakes and ponds less than 20 acres in size and their buffers within 110 feet of the project site (ordinary high water mark).
- Significant biological areas of local importance within 300 feet of the project site, including Malsby Swamp, Bomarc / Kasch Park Bog, Simpson site Category I wetlands, Narbeck Swamp, and Jetty Island.
- Other Fish and Wildlife Conservation Areas, including habitats of primary association and continuous vegetative corridors linking watersheds. For bald eagle nests, see distances specified in EMC 19.37.
- Slopes of 25% or greater associated or in conjunction with one or more of the sensitive elements listed above.
- Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the critical areas listed above.
- Where buffers are related to slopes, the top, toe, and side of the slope must be shown.
- Location of the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if development is proposed within 200 feet of the shoreline or within the flood plain of the river. (If this applies to your proposal, see the Shoreline Permit application for details regarding site plan requirements.)
- Proposed critical area and buffer impact and mitigation areas. (See requirements in Administrative Guidelines.)

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PROJECT DESCRIPTION:

PROPOSED GARAGE
 J. HOMEOWNER
 1234 YOUR STREET
 EVERETT WA 98201

LEGAL DESCRIPTION

LOT #2 PLAT OF
 PARADISE TRACTS DIV. NO. 2

PARCEL TAX I.D. #
 00123400000100

HEIGHT CALCULATIONS
 BENCH MARK

Manhole RIM ELEV = 100'

A = 102'
B = 105'
C = 110'
+ D = 107'
<hr/>
424 ÷ 4 = 106' AVERAGE
(BASE ELEV.)
+ 15' ALLOWED
<hr/>
121' = MAX HEIGHT

LOT COVERAGE BY BUILDING:

LOT SIZE 6000
 EXISTING HOUSE 902
 PROPOSED GARAGE 576 S.F.
 1558 S.F.
 BUILD. SF ÷ LOT SF = 26%

IMPERVIOUS AREA

EXISTING:	990
PROPOSED:	1176
TOTAL:	2166



SCALE: 1"=20'



RESIDENTIAL SITE PLAN
 CHECKLIST
 SHEET 1 OF 2

2-13-2014
 Date:
 101
 COE Std Dwg:

THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLANS.

NOTE: A SURVEY MAY BE REQUIRED AT THE TIME OF BUILDING PERMIT SUBMITTAL IF DEVELOPMENT IS WITHIN ONE FOOT OF A REQUIRED SETBACK OR ONE FOOT OF A REQUIRED HEIGHT LIMIT.

- 1. PROJECT DESCRIPTION, NAME OF APPLICANT AND ADDRESS OF SITE.
- 2. LEGAL DESCRIPTION.
- 3. TAX PARCEL NUMBER.
- 4. HEIGHT CALCULATIONS WITH BENCHMARK, AVERAGE BASE ELEVATION AND ACTUAL HEIGHT NOTED.
- 5. PERCENT OF LOT COVERAGE BY BUILDING(S) TO INCLUDE TOTAL LOT SIZE (SQFT) AND FOOTPRINT OF ALL BUILDINGS.
- 6. CALCULATE IMPERVIOUS AREA SHOW EXISTING, PROPOSED AND TOTAL (SQUARE FEET). OVER 2,000 SF MAY BE REQUIRED TO SUBMIT STORMWATER ENGINEERED PLANS. SEE SUBMITTAL CHECKLIST FOR DETAILS.
- 7. NORTH ARROW (DIRECTION FACING UP) AND SCALE.
- 8. LENGTH OF ALL LOT LINES.
- 9. DISTANCE BETWEEN ALL BUILDINGS, EXISTING AND PROPOSED.
- 10. PROPOSED AND EXISTING BUILDING SETBACKS FROM ALL LOT LINES.
- 11. UTILITIES (SEWER, WATER & DRAINAGE).
- 12. EASEMENTS ON SITE INCLUDING, BUT NOT LIMITED TO, INGRESS/EGRESS, WATER, SEWER & DRAINAGE.
- 13. SHOW BUILDING DIMENSIONS.
- 14. ALL DIMENSIONS, LOCATION AND MATERIAL OF PROPOSED AND EXISTING DRIVEWAYS.
- 15. ANY CRITICAL AREAS ON SITE. SHOW TOP OF SLOPE AND TOE OF SLOPE. SHOW PROPOSED BUILDING SETBACKS FROM SLOPE AND ANY CRITICAL AREA BUFFERS.
- 16. DIMENSIONS AND DEPTH OF ANY FILL ON THE SITE (IF APPLICABLE).
- 17. ANY PROPOSED ROCKERIES AND RETAINING WALLS OVER 4'-0" TALL.



CITY OF EVERETT
PUBLIC WORKS
DEPARTMENT

RESIDENTIAL SITE PLAN
CHECKLIST
SHEET 2 OF 2

2-13-2014
Date:
101
COE Std Dwg: