



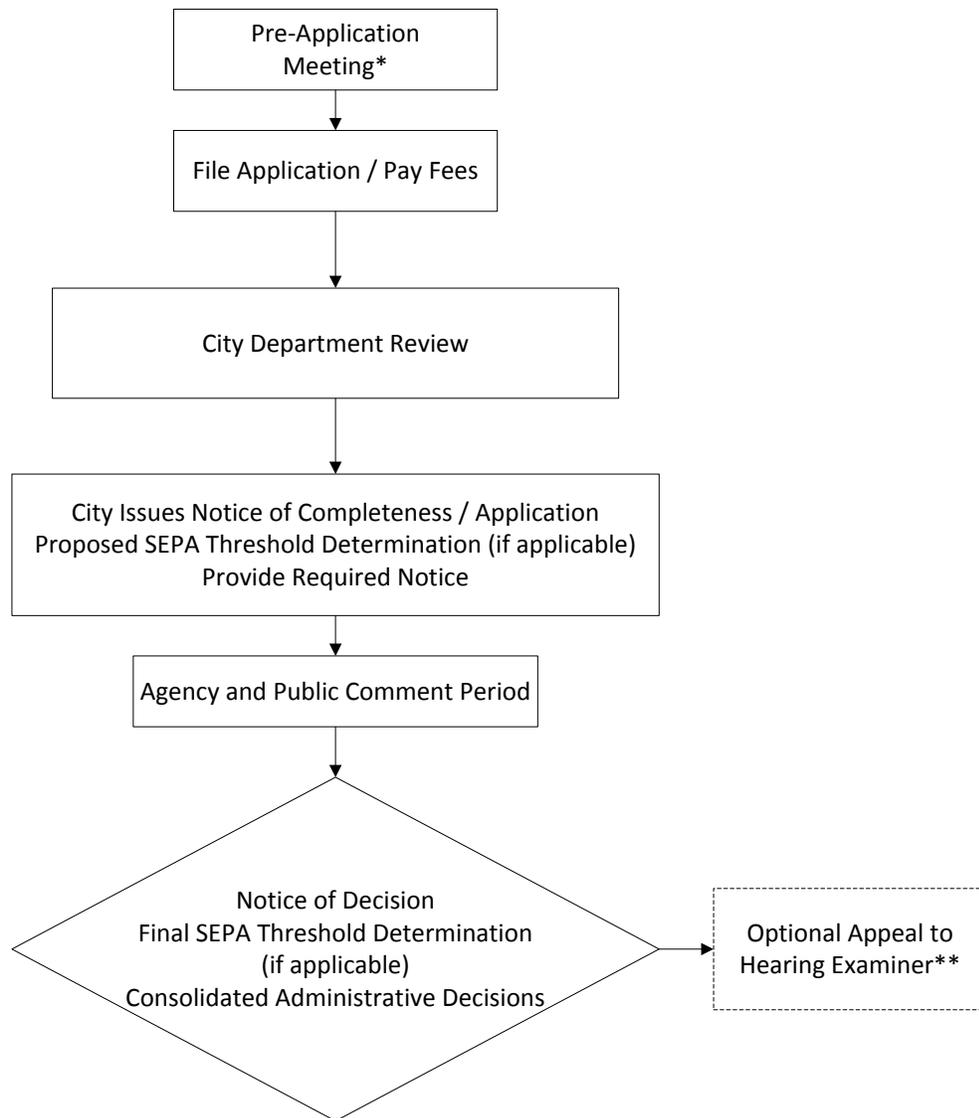
**CITY of EVERETT**  
**PLANNING and COMMUNITY DEVELOPMENT**  
**ANTENNAE AND BUILDING APPURTENANCES**

Submit the following items listed in the checklist below.

<input type="checkbox"/> <b>Fee</b>	See current Fee Schedule posted online. Fees are non-refundable and payable by cash, check or credit card upon application.
<input type="checkbox"/> <b>Land Use Application</b>	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact. <b>Submit one.</b>
<input type="checkbox"/> <b>Narrative Statement</b>  (All applications must be accompanied by a typed narrative statement.)	<p><b>For an antenna or tower exceeding sixty-five feet in height:</b></p> <ol style="list-style-type: none"> <li>1. Is the proposed antenna or tower to be located and constructed in a manner that will prevent it from falling onto adjacent properties?</li> <li>2. Does it interfere with nearby utility lines?</li> <li>3. Is it located outside the required setback?</li> </ol> <p><b>For an atrium appurtenance:</b>          How does the proposed atrium affect views and solar access for surrounding properties? (attach if necessary)</p>
<input type="checkbox"/> <b>Site Plan and Elevation Drawings</b>	Must be drawn in accordance with the <i>General Site Plan Requirements</i> . Provide <b>20</b> copies of a site plan and elevation drawings <b>no larger than 11" x 17"</b> . Copies must be legible and drawn to scale.
<input type="checkbox"/> <b>Mailing List</b>	Must be completed per the <i>Mailing List Instructions for Review Process II</i> .
<input type="checkbox"/> <b>Submit Application with this checklist either in <u>Person</u> or by <u>Mail</u>. Please <u>Email</u> any documents you may have in a PDF format.</b>	<p><b>In Person:</b> City of Everett Public Works Building, Permit Counter          3200 Cedar St 2<sup>nd</sup> Floor, Everett, WA 98201</p> <p><b>By Mail:</b> City of Everett Planning and Community Development          2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p> <p>Email documents to <a href="mailto:planning@everettwa.gov">planning@everettwa.gov</a> Note the type of application in the subject line.</p>



## 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 \_\_\_\_\_

**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: \_\_\_\_\_

# 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).

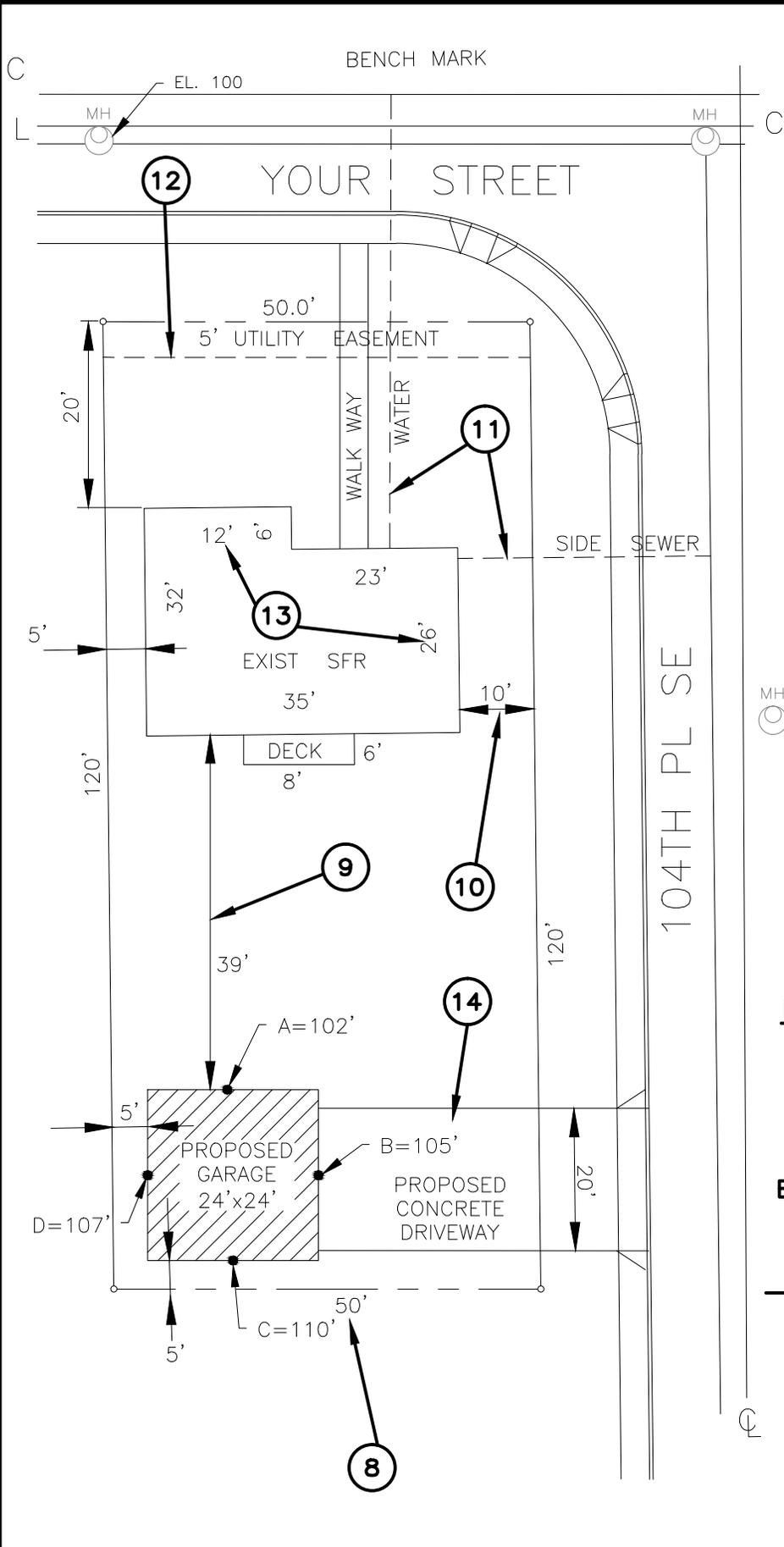
### How do I submit?

- 1) Submit the Excel list by email to: [planning@everettwa.gov](mailto: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

T:\ACad\EPS-COE Design & Constr Specs for Development\CURRENT\STD DETAIL DWGS\Dwg Files\STD101.dwg, 2/13/2014 2:07:42 PM



**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'**  


---

**424 ÷ 4 = 106' AVERAGE**  
**(BASE ELEV.)**  
**+ 15' ALLOWED**  


---

**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: