



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
BILLBOARD APPLICATION

Submit the following items listed in the checklist below. Use this application for new billboard proposals meeting the requirements of Everett Municipal Code Title 16.20.010.

<input type="checkbox"/> Fee	Fee Schedule. Fees are non-refundable and payable by cash, check or credit card upon application.
<input type="checkbox"/> Land Use Application	Submit one. The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/> Site Plan, Elevation view & Survey	Must be drawn in accordance with the General Site Plan Checklist. Provide 20 copies no larger than 11" x 17" of the site plan and elevation views. Copies must be legible and drawn to scale. A survey may be required to verify setbacks and/or height. **Speak to a Planner if an electronic submittal is an option for your project.**
<input type="checkbox"/> Environmental Checklist	Submit one signed copy. The Environmental Checklist form can be found on DOE's website: http://www.ecy.wa.gov/programs/sea/sepa/forms.htm
<input type="checkbox"/> Declaration of Ownership	Submit a notarized signature of all owners who have a vested interest in the property and proof that the property owner has authorized this use of the property (see attached).
<input type="checkbox"/> Approval by PUD	Submit a copy of written approval of horizontal and vertical clearance from Snohomish County PUD prior to applying for building permits. No specific form provided.
<input type="checkbox"/> Location of non-conforming billboard, if applicable.	List the location(s) of nonconforming billboard(s) which are owned by your company in the City of Everett below: <hr/>
<input type="checkbox"/> Mailing List	Must be completed per the Mailing List Instructions for Review Process II.
<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



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

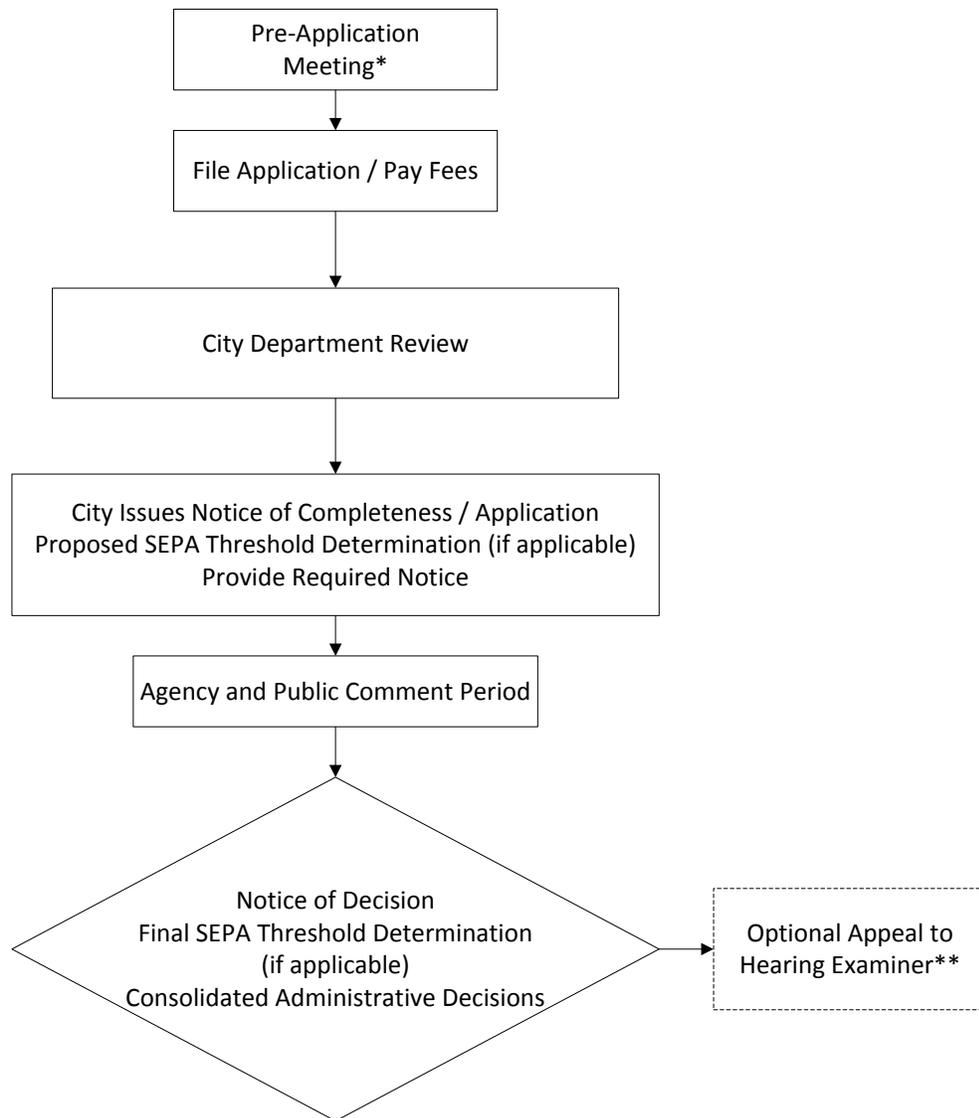
City and State where this application is signed _____, _____

City

State



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.

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



DECLARATION OF OWNERSHIP / AUTHORIZED USE OF PROPERTY FOR BILLBOARD

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of land described by this declaration; and do hereby declare that I/we have no objections to the herein billboard to be constructed on the herein described property.

- 1) Legal description of property (attach if necessary):
- 2) Tax parcel number:
- 3) Property Address:

IN WITNESS WHEREOF, said individual/married couple/corporation has caused this instrument to be executed on _____ day of _____, 20__.

Signature (s) _____

_____ Title

STATE OF WASHINGTON)

_____ Title

ss.

County of _____)

I certify that I know or have satisfactory evidence that

signed this instrument, on oath stated that (he, she, they) (was, were) authorized to execute the instrument and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of
Notary Public: _____

Residing at: _____

(Seal or stamp)

My commission expires: _____