



**CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT**

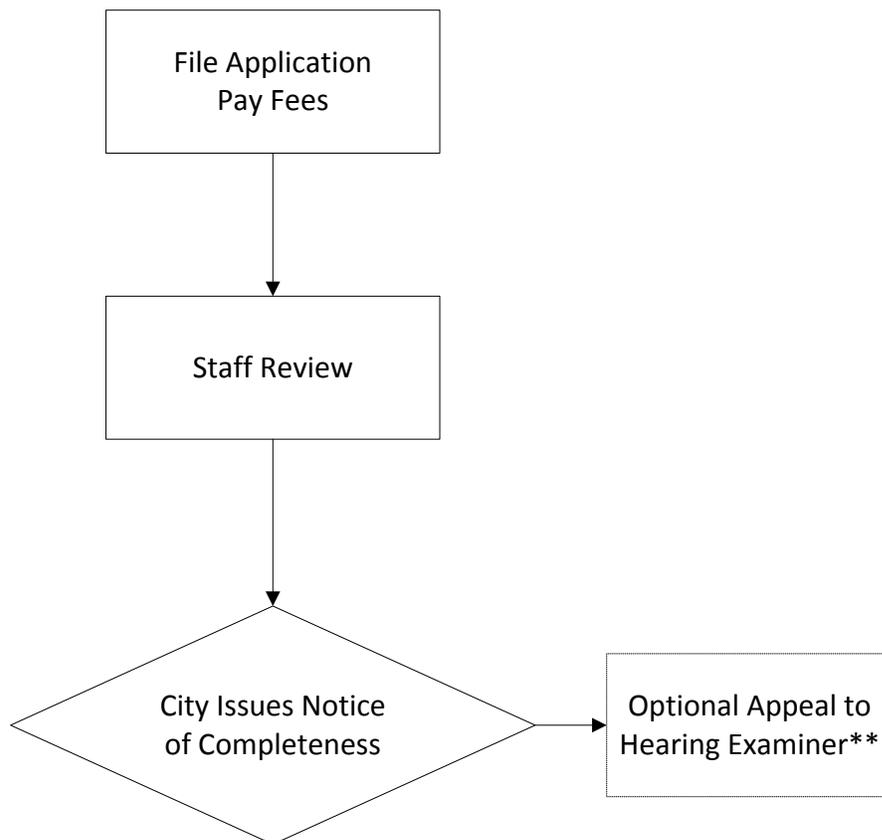
LANDSCAPE MODIFICATION APPLICATION (REVIEW PROCESS I)

Submit the following items listed in the checklist below either by mail or in person. Speak to a Planner to see if an electronic submittal is an option for your project. Use this application to propose a modification of the landscaping requirements in the Zoning Code. The proposed project must meet at least one of the criteria listed in Everett Municipal Code 19.35.070.A.

<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	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/> Landscape Plan	Provide three copies of the landscape plan. If larger than 11" x 17", provide a reduced copy no larger than 11" x 17". See the <i>Landscape Plan Requirements Handout</i> for detailed information on what to include in the plans (see attached).
<input type="checkbox"/> Narrative Statement	Submit a typed statement addressing the applicable criteria (see attached).
<input type="checkbox"/> Submit Application with this checklist either in <u>Person</u> or by <u>Mail</u>.*	<p>In Person: City of Everett Public Works Building, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201</p> <p>By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p> <p>By Email: *Speak to a Planner to see if an electronic submittal is an option for your project. If electronic submittal is an option for your project, email documents in PDF to planning@everettwa.gov Note the type of application in the subject line.</p>



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 CRITERIA FOR A LANDSCAPE MODIFICATION

All applications must be accompanied by a narrative statement describing how the proposal is consistent with at least **one** of the following instances. Include the criteria(s) you are addressing within the narrative statement.

1. Where, with the exception of the M-1 zone, the requirement of this Section would require more than 15% of the site area (excluding parking lots) to be landscaped, the Planning Director may modify the requirements so that not more than 15% of the site area (excluding parking lots) must be landscaped. The Planning Director may require more intensive landscaping if the reduction in the required planting area would reduce the effectiveness of the landscaping to a point where the intent of the landscape type cannot be satisfied.
2. When the inclusion of existing vegetation on the site would result in landscaping equivalent to or better than the requirements of this Section in achieving the intent of the required Landscape Type.
3. When existing conditions on or adjacent to the site, including, but not limited to, differences in elevation, existing vegetation, location of buildings or utilities would render the requirements of this Section ineffective.
4. When Type I visual screening is required, an applicant may request to use plantings that can be expected to form a healthy sight-obscuring evergreen hedge within three years in lieu of two rows of trees. In reviewing such a request for modification, the Planning Director shall consider the Applicant's request in light of the intent of Type I landscaping and the nature of the use or development which is being screened.
5. When the applicant proposes an alternative method of landscaping that would achieve the intent and purpose of the landscaping required in the zoning code and which the Planning Director determines to provide superior quality through the use of native vegetation existing on site, preservation of groves of trees, preservation of wetlands and/or wildlife habitat, increasing perimeter landscape width in strategic locations, providing unique focal points of interest, or through other means.
6. When development will occur in phases and development of subsequent phases will result in removal of landscaping required by the zoning code.
7. When the subject property abuts railroad right-of-way developed with rail facilities, the Planning Director may modify the landscaping requirements for that portion of the property abutting the railroad right-of-way, if such modification will not reduce the compatibility between the subject property and other properties in the vicinity.



Landscape Plan Requirements Checklist

Applicable Code(s): Everett Municipal Code, Title 19 Zoning, Chapter 35 (EMC 19.35.100)
www.codepublishing.com/wa/everett/

City Staff Assistance: City of Everett Public Works Department
Permit Services Counter
3200 Cedar Street, 2nd Floor
Everett, WA 98201
425.257.8810 – Press Option 3
planning@everettwa.gov

Landscape plans shall be prepared by professionals licensed or certified in Washington State, such as licensed landscape architects, architects, engineers, or certified professional horticulturists, nurserypersons, or landscape designers (except for plans for residential projects with two or fewer units). The planning director may grant exemptions from this standard for small projects that result in requirements for installation of five or fewer new trees or one thousand square feet of landscaping. The landscape plan may be incorporated into the site development plan or provided separately.

The landscape plan shall be drawn to a scale and include the following information:

- The species names of all plants proposed to be used;
- The number, size and spacing of all proposed plants and the height of trees and shrubs at the time of planting;
- The lot area and the area of the lot required to be landscaped (separately list the area of parking lot and other required landscaping);
- The area of the lot proposed to be landscaped (separately list the area of parking lot and other required landscaping);
- Location and dimensions of planting areas, excluding curbs;

- Details of any existing, proposed or required berms, retaining walls, and fences;
- The location of any existing, proposed or required pedestrian walkways;
- Location and height of existing and proposed overhead electrical power lines on and adjacent to the site;
- Location of any utility easements on the property;
- Location of bus stops and paratransit loading/unloading areas on and adjacent to the site;
- A description of how the plan avoids conflicts with locations of trees and shrubs related to bumper overhangs in parking areas, vehicle sight distance, parking lot lighting, signs, adjacent bus stops, and other site features, such as artwork. This may be included in a separate document;
- Specifications for planting areas, including soil quality or composition and depth, amendments, and mulch. When applicable, soil specifications must provide soil/growing conditions equal to or better than those required in the city's current stormwater management manual, and must be included on both the civil and landscaping plans. Sufficient soil must be provided to enable growth of trees to maturity. Structural solutions may be required when necessary to support trees in small planting areas;
- Cross-section drawings for any landscape areas that incorporate low impact development stormwater facilities;
- Maintenance and plant replacement schedules when required landscaping is provided in containers, such as when the location of underground utilities prevents the installation of required street trees.