



**CITY of EVERETT**  
**PLANNING and COMMUNITY DEVELOPMENT**  
**EXPANSION or CHANGE of a NONCONFORMING USE**  
**APPLICATION (REVIEW PROCESS II or REVIEW PROCESS III)**

Submit the following items listed in the checklist below. Use this application to propose an expansion or change of a nonconforming use in use, building area, land area and/or parking area per the Everett Municipal Code 19.38.030(D).

<input type="checkbox"/> <b>Fee</b>	Fee Schedule. 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.
<input type="checkbox"/> <b>Site Plan &amp; Survey</b>	Must be drawn in accordance with the <i>General Site Plan Checklist</i> . Provide <b>20</b> copies drawn to scale and <b>one copy no larger than 11" x 17"</b> . Copies must be legible. Project may require a survey to verify setbacks and/or height.
<input type="checkbox"/> <b>Narrative Statement</b>	Prepare a typed statement addressing the applicable review criteria listed on the following page.
<input type="checkbox"/> <b>Mailing List</b>	Must be completed per the <i>Mailing List Instructions for Review Process II or Review Process III</i> .
<input type="checkbox"/> <b>Submit Application with this checklist either in <u>Person</u> or by <u>Mail</u>. Please email any documents you may have in a PDF format.</b>	<b>In Person:</b> City of Everett Public Works Building, Permit Counter 3200 Cedar St 2 <sup>nd</sup> Floor, Everett, WA 98201  <b>By Mail:</b> City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201  Email documents to <a href="mailto:planning@everettwa.gov">planning@everettwa.gov</a> Note the type of application in the subject line.

## **REVIEW CRITERIA**

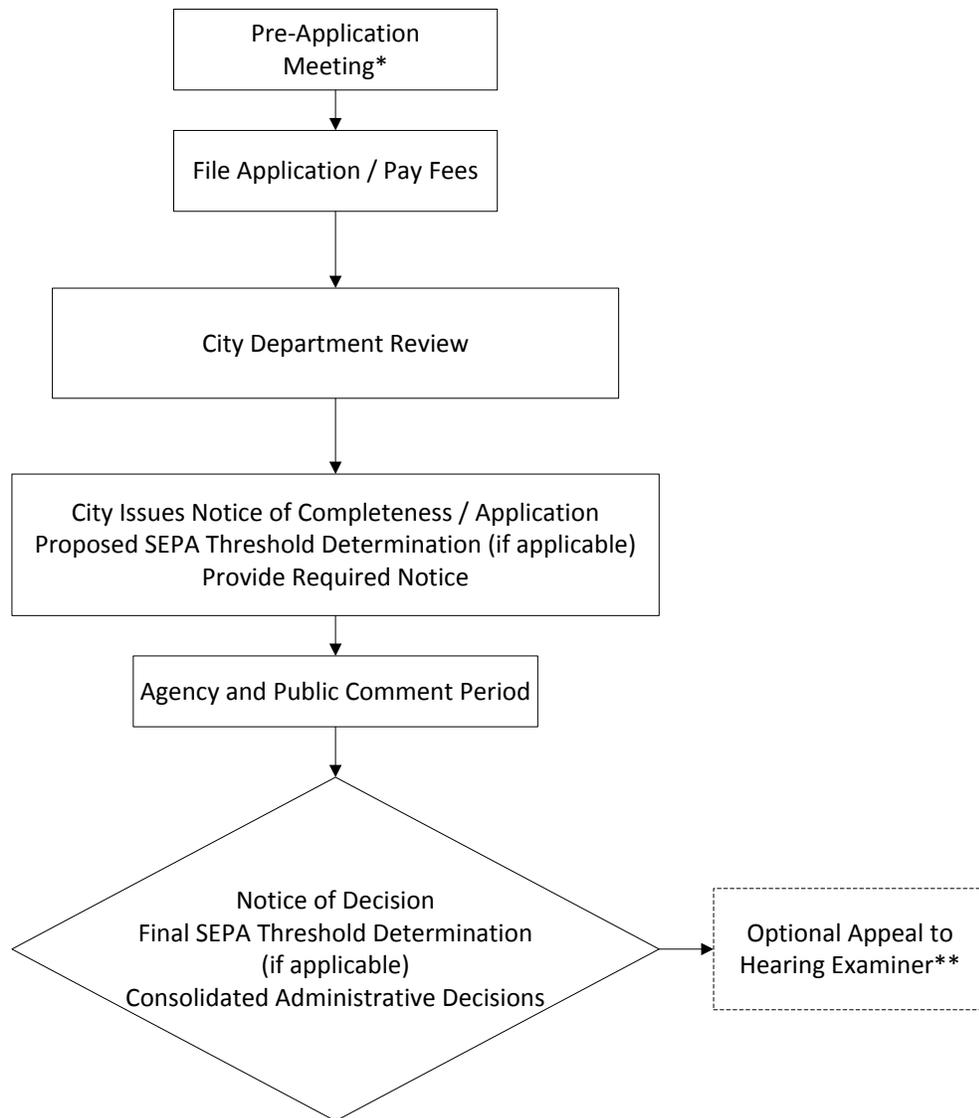
### **EXPANSION or CHANGE of a NONCONFORMING USE**

All applications must be accompanied by a narrative statement describing how the proposal is consistent with the following criteria. Please note that this information is important for the City's evaluation of your application.

1. The impact of traffic generated by the proposed use on the surrounding area, pedestrian circulation and public safety; and the ability of the proponent to mitigate such potential impacts.
2. The site has sufficient area to provide for off-street parking, landscaping, and screening from adjacent uses.
3. Provides a service to the general area.
4. The adequacy of streets, utilities and public services required to serve a proposed use.
5. Compatibility of proposed use or building to surrounding properties, especially as it relates to size, height, location, and setback of buildings.
6. The number, size and location of signs, especially as they relate to more sensitive land uses.
7. The landscaping, buffering and screening of parking, loading and storage areas.
8. The generation of nuisance irritants such as noise, smoke, dust, odor, glare, visual blight or other undesirable impacts.
9. Consistency with the goals and policies of the Everett Comprehensive Plan and the purpose of the zone in which it is located.
10. Consistency with the environmental policies as stipulated in the City's SEPA Ordinance.
11. Compliance with the provisions of this Ordinance and other City, State and Federal regulations.



## REVIEW PROCESS II FLOW CHART

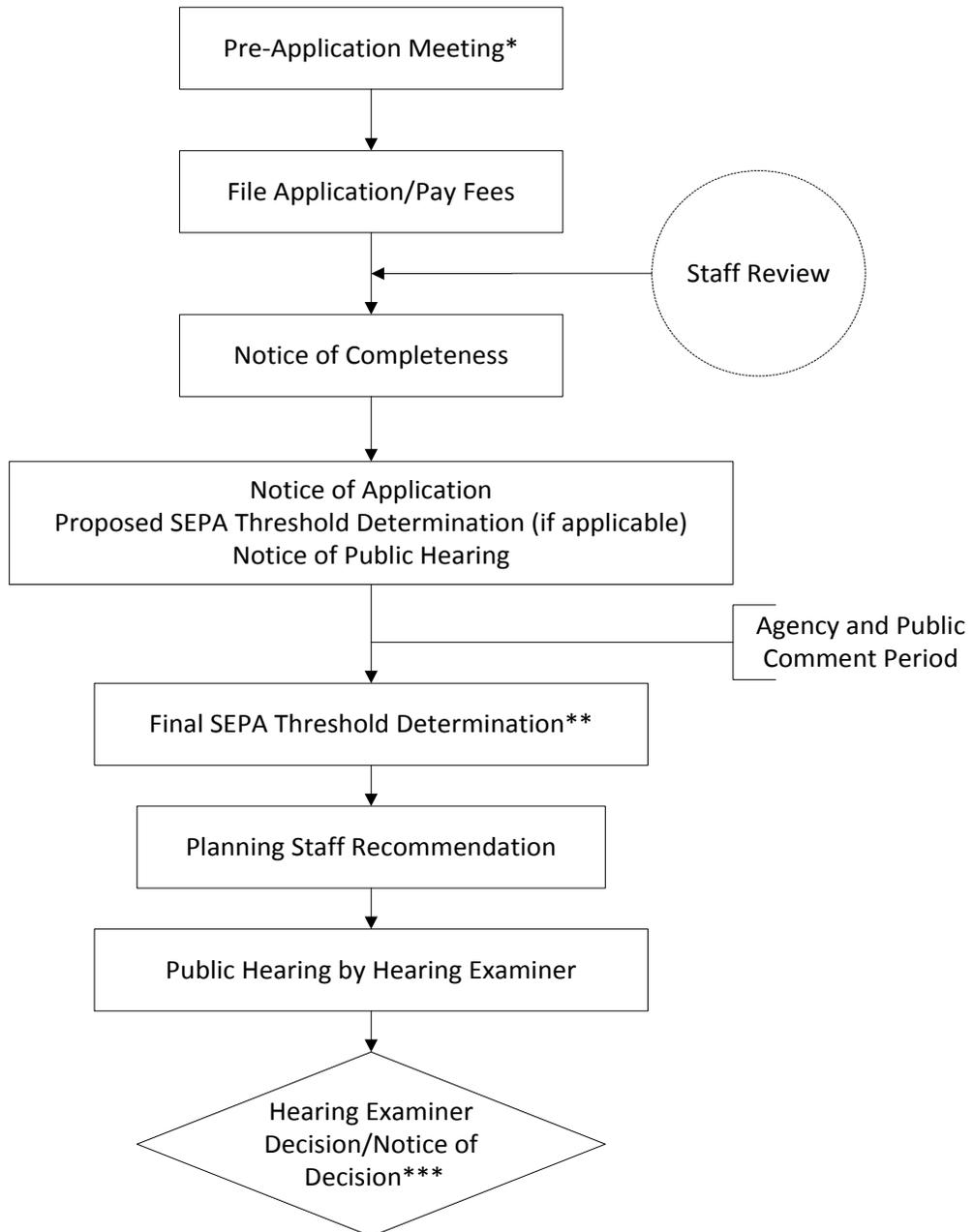


\* The Preapplication Meeting may be waived by the Planning Director.

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



## Review Process I I I Flow Chart



\*The pre-application meeting may be waived by the Planning Director

\*\*Any SEPA appeal must be filed within 14 days of the issuance of a final SEPA Threshold Determination. A hearing on any appeal of a SEPA determination must be combined with the hearing for the land use permit.

\*\*\*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

# MAILING LIST INSTRUCTIONS

## REVIEW PROCESS III

### 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 **500 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.)
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### 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.)



## Landscape Plan Requirements Handout

Applicable Code(s): Everett Municipal Code, Title 19 Zoning, Chapter 35 (EMC 19.35.100)  
Jump to: 'Zoning Code' at [www.everettwa.org](http://www.everettwa.org)

City Staff Assistance: City of Everett Public Works Department  
Permit Services Counter  
3200 Cedar Street, 2<sup>nd</sup> Floor  
Everett, WA 98201  
425.257.8810  
[planning@everettwa.gov](mailto:planning@everettwa.gov)

Code Synopsis:

A. The applicant shall submit landscape plans for review by the planning department. Except for plans for residential projects with two or fewer units, 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. 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.

B. The landscape plan shall be drawn to a scale which is appropriate to accurately depict the following information:

1. The species names of all plants proposed to be used;
2. The number, size and spacing of all proposed plants and the height of trees and shrubs at the time of planting;
3. The lot area and the area of the lot required to be landscaped (separately list the area of parking lot and other required landscaping);
4. The area of the lot proposed to be landscaped (separately list the area of parking lot and other required landscaping);
5. Location and dimensions of planting areas, excluding curbs;
6. Details of any existing, proposed or required berms, retaining walls, and fences;

7. The location of any existing, proposed or required pedestrian walkways;
8. Location and height of existing and proposed overhead electrical power lines on and adjacent to the site;
9. Location of any utility easements on the property;
10. Location of bus stops and paratransit loading/unloading areas on and adjacent to the site;
11. 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;
12. 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;
13. Cross-section drawings for any landscape areas that incorporate low impact development stormwater facilities;
14. 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.