CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT

SEPA APPLICATION (REVIEW PROCESS II)

What triggers a SEPA review? Construction or demolition of **more than** the following:

1) 30 single family units;
2) 60 multi-family units; *
3) 30,000 square feet of nonresidential building(s); *
4) 90 parking spaces;*or
5) Fill, excavation, or grading of 1,000 cubic yards unless exempted above.
6) Underground tank(s) of 10,000 gallons. Also, above ground fuel tanks that requires a Fire Department permit.
7) The demolition of a recognized historic structure (single family residential and commercial).

***** If within the E-1 MUO zone for new construction, SEPA is required for **more than** 100 residential units, 30,000 square feet of nonresidential building(s), and their required parking.

SEPA Application Checklist

INSTRUCTIONS → Submit the following items listed in the checklist below either at the Permit Services counter or by mail. Speak to a Planner to see if an electronic submittal is an option for your project. Use this application for proposals that require an environmental review through the State Environmental Policy Act (SEPA), chapter 43.21C RCW, which aids governmental agencies in the consideration of the environmental impacts of a proposal before making decisions. If your project is over the above exemption levels, a SEPA application will be required. For a complete list of proposed actions that are categorically exempt, see WAC 197-11-800 and/or speak with a Planner. For SEPA info from WA State Dept of Ecology, go to: http://www.ecy.wa.gov/services.html.

☐ 1)	**Fees**	See current ***Fee Schedule*** posted online. Special Studies require a separate fee for each type of study submitted except drainage. Fees are non-refundable and payable by check, credit card or cash upon intake.
☐ 2)	**Pre-Application Meeting**	A ***Pre-application Meeting*** is required prior to this application unless waived by the Planning Department. PreApp#_____.
☐ 3)	**Land Use Application**	Submit **one**. The Land Use Application form must be filled out completely and signed by the owner, applicant, or primary contact.

☐ 4)	**Environmental Checklist**	Submit **one** signed copy. Must be filled out completely and accurately. The Environmental Checklist form can be found on DOE's website: http://www.ecy.wa.gov/programs/sea/sepa/forms.htm
☐ 5)	**Special Studies** (Biological Assessment, Critical Area, Traffic, Geotechnical, etc., as required)	Provide **four** copies of each study with the application. For wetland and stream projects, also submit the AutoCad Project file by e-mail to: planning@everettwa.gov. For geotechnical reports, submit report by email to the project planner once determined.
☐ 6)	**Site Plan and if required, a Survey**	Must be drawn in accordance with the **General Site Plan Checklist**. Your project may require a survey to verify setbacks and/or height, floor plans and/or elevation drawings. Provide **20** copies and **one reduced copy no larger than 11" x 17"**. Copies must be legible, drawn to scale, collated and folded upon submittal. If your project also includes other land use applications, speak with a Planner on the total number of paper copies needed for project routing before submittal. Please allow at least an hour for intake of your project.
☐ 7)	**Mailing List**	Must be completed per the **Mailing List Instructions for Review Process II**. Email the mailing list in Excel Format to planning@everettwa.gov.
→ Submit the application with this checklist either at the counter or by mail. Please email any documents you may have in a PDF format. ***Speak to a Planner if an electronic submittal is an option for your project.***		**In Person:** City of Everett Public Works Building, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201 **By Mail:** City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201 Email documents to planning@everettwa.gov . Note the type of application in the subject line.

CITY of EVERETT
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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 _____

FOR OFFICIAL USE ONLY

TYPE: _____

FILE # _____

FEE $ _____ *RECEIPT #* _____

ASSIGNED TO: _____

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 _____

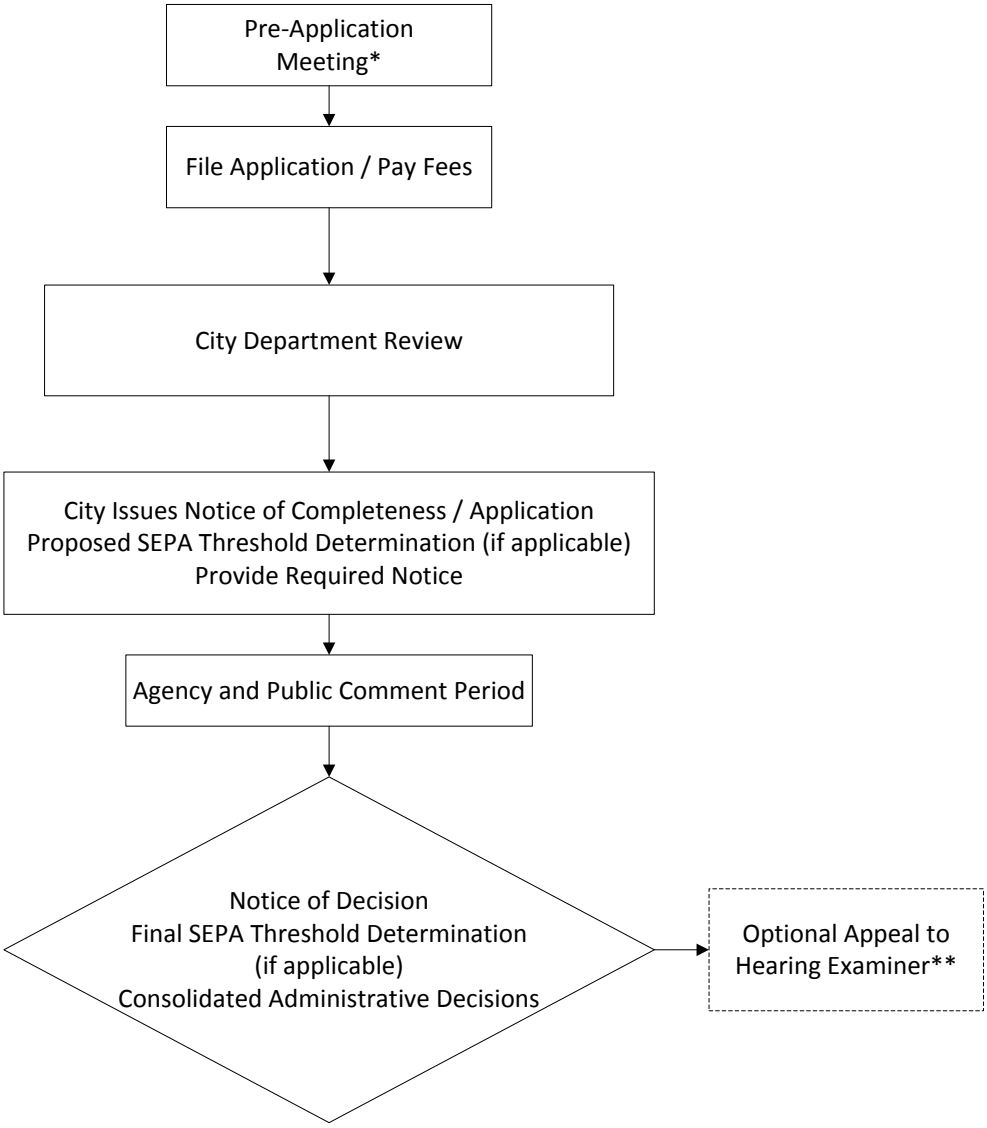
7) Authorization: I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify 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.

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 Maulsby 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.)