



CITY of EVERETT

PLANNING and COMMUNITY DEVELOPMENT

SHORT SUBDIVISION APPLICATION (REVIEW PROCESS II)

Submit the following items below to divide a lot(s) up to nine lots in accordance with Title 18 and Title 19 of the Everett Municipal Code. This checklist must be submitted with your formal application to ensure that your application is counter complete. If this checklist, or the items listed below, is not included with the formal application, the application will be deemed counter incomplete and returned. Also use this application to submit for your final short subdivision.

Preliminary Short Subdivision Submittal Checklist

1) <input type="checkbox"/> Fee Total Fee: _____	Preliminary Review Fee: See current land use application <i>Fee Schedule</i> posted online. Final Review and Fee: A fee will be required prior to recording the Final Maps (see the separate checklist and current <i>Fee Schedule</i> .) Fees are non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> Pre-Application Meeting Request or Waiver	A <i>Pre-application Meeting Request</i> is required prior to submitting this application, unless waived by the Planning Department. PreApp# _____ Project Planner _____
3) <input type="checkbox"/> Land Use Application	Submit one . The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.
4) <input type="checkbox"/> Short Subdivision Title Report (Short Plat Certificate)	Submit two copies of a Short Subdivision Title Report that is current within 30 days of submitting the application.
5) <input type="checkbox"/> Declaration of Ownership	Submit one for each owner . A notarized signature of all owners who have a vested interest in the property to be subdivided, as indicated in the title report. Use one of the attached forms (Individual or Corporation). Lending institutions will only be required to sign documents at final short subdivision approval. See attached instructions.
6) <input type="checkbox"/> Declaration of Legal Documentation	Submit one for each owner . A notarized signature of all owners who have interest in the property, as indicated in the Plat Certificate. Use the attached forms. Sign within the one-inch margins.

7) **Mailing List**

Submit **one** hard copy and email the Excel spreadsheet of property owner's addresses to planning@everettwa.gov. Must be completed per the *Mailing List Instructions for Review Process II*. See attached.

8) **Preliminary
Drainage Report and
Improvements**

Submit **three** copies. Provide a Preliminary Drainage Report. If any of the detention or water quality treatment standards are exceeded, drainage improvements must be provided per City Design and Construction Standards. Provide a conceptual plan showing location and type of stormwater facility.

9) **Special Studies**

(Traffic, biological assessment, critical area, geotechnical report, noise, etc., if required by the City.)

Submit **three of each**, except if a geotechnical report, submit **four**. A drainage report is not a special study. Also, submit the wetland/stream AutoCAD Project file by email to: planning@everettwa.gov and submit the geotechnical and wetland/stream reports by email to the project planner after submittal.

10) **Preliminary
Short Plat Maps**

Submit **14** full size folded copies and **8** legible, reduced size copies no larger than 11" x 17". **All maps must be in a set and folded at the time of submittal.** Must be drawn in accordance with the attached *Short Subdivision Plat Map Requirements*.

11) **Submit
Application with this
Checklist***

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

*Speak to a Planner to see if an electronic submittal is an option for your project.

Final Short Subdivision Submittal Checklist File Number: _____

Submit for your Final Short Plat approval within one month prior to completing the required improvements as outlined in the Preliminary Short Subdivision approval document. Submit the following items below to the Permit Services counter to your project Planner. Make an appointment. Note: Site improvements may be required to be completed prior to application for final approval.

<p>1) <input type="checkbox"/> Fee</p>	<p>The fee is listed on the current <i>Fee Schedule</i>.</p> <p>Fee Paid: _____</p> <p>Receipt #: _____</p>
<p>2) <input type="checkbox"/> Land Use Application</p>	<p>Submit one. The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p>3) <input type="checkbox"/> Final Subdivision Plat Map</p>	<p>1) Provide two copies of the final plat map for review. The maps must meet the Short Subdivision Plat Map Requirements and the recording requirements of the Snohomish County Auditor’s Office which can be found at: http://www.snohomishcountywa.gov/</p> <p>2) Once the final map has been reviewed and comments provided to you, you will then submit two signed originals to City staff.</p> <p>3) Staff will sign copies and return to applicant for recording. Applicant will return a “Conformed Copy” to the Project Planner.</p>
<p>4) <input type="checkbox"/> Plat Certificate</p>	<p>Submit two copies. Must be current to within 30 days of the recording date. If not, submit a new certificate. This report must confirm that the title of the lands being subdivided is under the ownership of the parties signing the map.</p>
<p>5) <input type="checkbox"/> Conditions, Covenants and Restrictions</p>	<p>Submit two copies of restrictions and covenants, if any, which will be necessary to address common parking, access, and utility facilities, as well as maintenance of such facilities. Such restrictions and covenants must be recorded prior to or simultaneously with the plat.</p>
<p>6) <input type="checkbox"/> Other Documents</p>	<p>Submit two copies. Statutory warranty deeds, local improvement district covenants and easement documents.</p>

7) Declaration of Ownership

If no longer current, a notarized signature of all owners who have interest in the property, as indicated in the Plat Certificate. Sign within the one-inch margins. Submit **one** original copy. See instructions below.

8) Declaration of Legal Documentation

If no longer current, a notarized signature of all owners who have interest in the property, as indicated in the Plat Certificate. Use the attached forms. Sign within the one-inch margins. Submit **one** original copy.

9) Submit Application with this Checklist

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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: _____

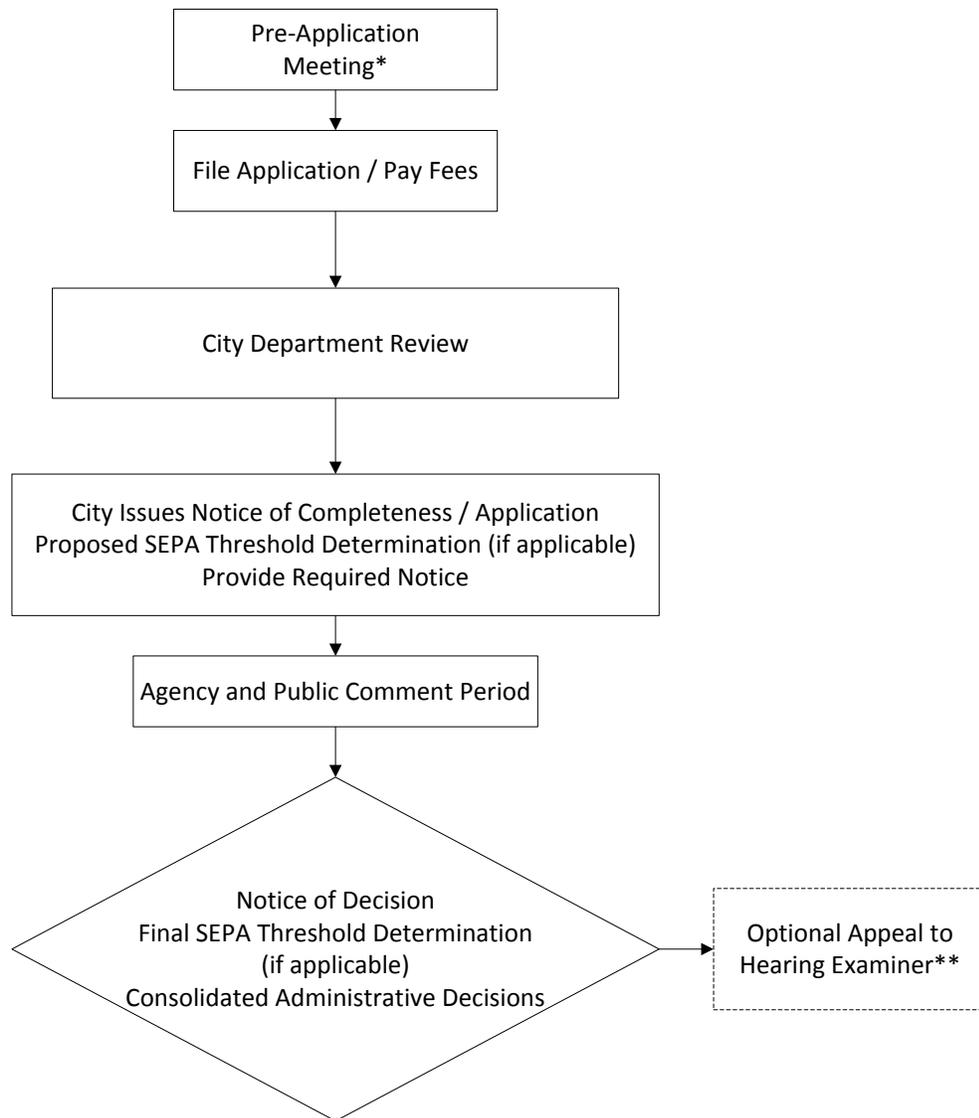
FILE # _____

FEE \$ _____ RECEIPT # _____

ASSIGNED TO: _____



REVIEW 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

DECLARATION OF OWNERSHIP AND LEGAL DOCUMENTATION INSTRUCTIONS

INSTRUCTIONS → The Declaration of Ownership must be signed by all parties with interest in the real property. The parties with interest in the property will be listed in the Short Plat Certificate, Plat Certificate, Binding Site Plan Certificate, or Boundary Line Adjustment Certificate. For example, if a property owner wants to subdivide his/her property, he/she is married and there is a mortgage on the subject property, the declaration must be signed by the husband, the wife, and a representative of the mortgage company.

Separate forms are provided for individuals and corporations. The signatures must be provided on the appropriate form. The owner(s) must insert or attach (and write in "Attached") the legal description for the property, insert the date, and sign the form. All names must be signed in the presence of a Notary Public. The Notary Public will request picture identification to notarize the signatures. If additional forms are needed, they can be copied from the forms provided, or obtained from the Planning and Community Development Department.

SHORT SUBDIVISION PLAT MAP REQUIREMENTS AND INSTRUCTIONS

Submit the following maps for preliminary review:

- 1) Preliminary Short Plat Map
- 2) Preliminary Grading, Storm Drainage, and Utility Plan Map
- 3) Preliminary Site and Landscaping Plan Map

INSTRUCTIONS → The following matrix below shows the items that must be provided on each map. The matrix shows which of the following maps the information must be on and titled. Maps must be on 18" x 24" sheets, with 2" margin on the left edge and 1/2" margin on other sides. On larger sites, the City may require that short plat maps submitted for preliminary approval be on larger sheets. In order to be recorded by Snohomish County, the final short plat maps must also be in conformance with Snohomish County's recording requirements.

Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
1.	Name of the short subdivision: Block with language stating: City of Everett Short Plat for (i.e., Owner's Last Name).	x	x	x	x
2.	Legal description of entire parcel.	x			x
3.	North arrow, scale, date drawn.	x	x	x	x
4.	Existing and proposed boundary lines of lots, right-of-way for streets, and easements with accurate bearings, dimensions or angles and arcs, with central angles of all curves.	x	x		x

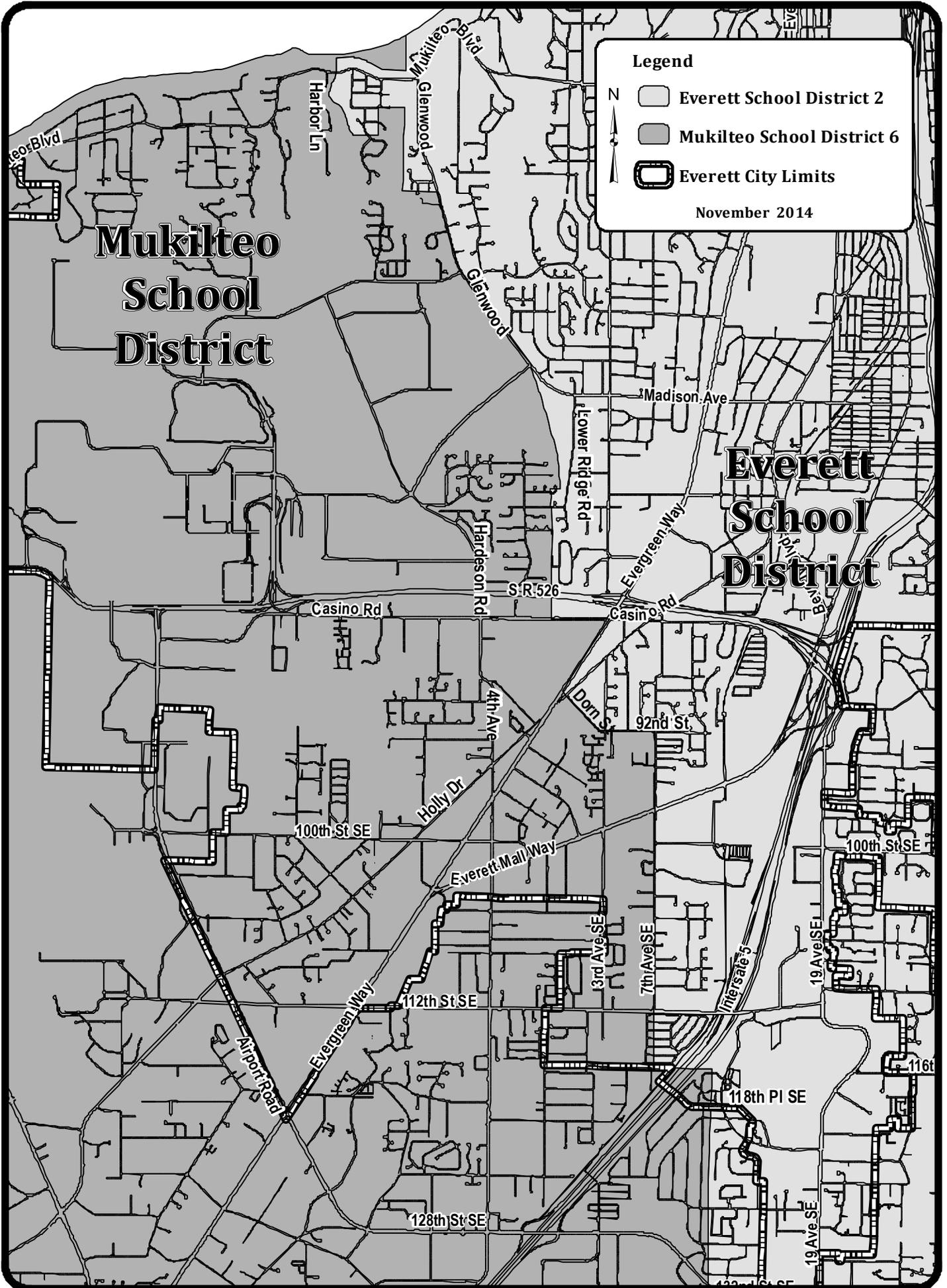
Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
5.	Project Description with the surveyor, applicant and/or owner, applicant's contact information, surveyor's contact information, title company, subject property's parcel number(s), zoning and contiguous zoning, number of existing and proposed lots, minimum lot size required for the zone, school district, sewage provider, water provider, small vicinity map, nearest fire hydrants, and project phasing.	x		x	
6.	Location, names, and right-of-way widths of all streets within the short subdivision and immediately adjacent to the short subdivision.	x	x	x	x
7.	Lot numbers, block numbers.	x	x	x	x
8.	Reference to private covenants and special short plat restrictions, existing and proposed (both those to be filed separately and on the face of the short plat).	x			x
9.	Declarations (when there is a dedication for road purposes, or no dedication).	x			x
10.	Location, dimensions and purpose of any easements, noting if the easements are private or public.	x	x	x	x
11.	Location and description of monuments and lot corners set and found. A boundary survey is required for the preliminary submittal. (All lot corners must be found and staked for final approval.)	x			x
12.	Datum elevations, per City of Everett datum.	x	x	x	x
13.	Descriptions and ties to all control points must be shown with dimensions, angles, and bearings.	x	x		x
14.	Addresses of all existing structures.	x		x	x
15.	Setbacks and encroachments of existing structures.	x	x		
16.	Location of contiguous structures.	x	x	x	x
17.	Area of all lots (gross and net) and existing and proposed lot lines.	x	x	x	x
18.	Building setback lines.		x	x	x

Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
19.	Proposed building footprint on each lot showing the placement of the building on the lot, driveways and parking spaces and proposed private rear yard open space.		X	X	
20.	Proposed landscaping. Show plant species names, number, size and spacing and the height of trees and shrubs at the time of planting. Details of any existing, proposed fences, retaining walls and berms. Specifications for planting areas, including soil quality, amendments, and mulch. Cross section drawings required for any landscape areas that incorporate LID stormwater facilities.		X	X	
21.	Trees greater than 12" in diameter measured at 4.5' above existing grade.)		X	X	
22.	The location of driveways, existing and proposed. (Staff may require that driveways adjacent to the site and across the street be shown.)		X	X	
23.	Conceptual design of street frontage improvements, including sidewalk, curb and gutter, tapers and street lights.		X	X	
24.	Conceptual design of existing and proposed utilities, including location and size of sewer, water, drainage lines, vaults, boxes, power, power poles, gas, telephone and cable.		X	X	
25.	Conceptual design of water quality facilities, and detention/retention/infiltration facilities, proposed raingardens. Show a table of impervious surfaces, existing and proposed.		X		X
26.	Conceptual grading plan showing proposed and existing contours, road grades, cut and fills, retaining walls and rockeries.		X		
27.	Conceptual design of proposed recreation facilities when applicable.			X	
28.	Fire hydrant location and distance to all portions of the building site(s). Fire Department access and turnaround.		X	X	
29.	Standard road section, if required by Public Works.		X		

Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
30.	Existing and proposed elevation contours at intervals no greater than 5', with benchmark per City of Everett datum. Topographical survey is required by a surveyor licensed in the State of Washington. (Note: The city may require that grading contours of 2' be provided for specific proposals.)		x	x	
31.	Show all Critical Areas per Section 37 of the Zoning Code, including, but not limited to: <ul style="list-style-type: none"> • Areas of flood hazard. • Streams on or within 200 feet of the project site and their buffers. • Wetlands on or within 200 feet of the project site and their buffers. • Geologically hazardous areas on or within 200 feet of the project site and their buffers, including: slopes of 40% and greater, erosion hazard areas when associated with another ESA, landslide hazard areas, and seismic hazard areas. • Fish and wildlife conservation areas. • Slopes of 25% or greater associated or in conjunction with one or more of the ESAs listed above. • Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the ESAs listed above. • Show the top, toe, and side of the slope. • Show the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if abutting the site. If development is proposed within 200 feet of the shoreline or within the flood plain of the river see the Shoreline Permit application for details regarding site plan requirements. • Show proposed stream or wetland mitigation areas. 		x	x	
32.	Environmentally Sensitive Area & Buffer Tracts	x	x	x	x
33.	Surveyor's Seal and Signature on all pages.	x			x
34.	Surveyor's Certificate: A certification by a Surveyor licensed in the State of Washington, that the survey is accurate and conforms to the provisions of city regulations and State law.	x	x		x

Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
35.	<p>Treasurer's Certificate: I, Treasurer of the City of Everett, do hereby certify that all local improvement assessments on the within described tract of land have been fully paid and discharged as of _____, 20__.</p> <p>_____ Treasurer, City of Everett</p>				x
36.	<p>Treasurer's Certificate: I, Treasurer of Snohomish County, do hereby certify that all assessments on the within described tract of land have been fully paid and discharged as of _____, 20__.</p> <p>_____ Treasurer, Snohomish County</p>				x
37.	<p>Approvals: Short Subdivision No. _____ The City of Everett hereby determines that this short subdivision conforms to RCW 58.17 and EMC Title 18 and is hereby approved. Note: The City of Everett does not in any way warrant nor guarantee the accuracy of this record of survey.</p> <p>Examined and approved this ___ day of ____ 20__.</p> <p>_____ City of Everett Engineer</p> <p>Examined and approved this ___ day of ____ 20__.</p> <p>_____ Director, City of Everett Department of Planning and Community Development</p>				x

Item #		Preliminary Short Plat Map	Preliminary Grading, Storm Drainage, and Utility Plan Map	Preliminary Site and Landscape Plan Map	Final Short Plat Map (submit at final)
38.	<p>Recording Certificate : Filed for record at the request of _____ this ___ day of _____, 20___, at ___ minutes past ___ __m and recorded in Volume ___ of Plats, page _____, records of Snohomish County, Washington.</p> <p>_____ Snohomish County Auditor</p> <p>_____ Deputy County Auditor</p>				x



Legend

- Everett School District 2
- Mukilteo School District 6
- Everett City Limits

November 2014

**Mukilteo
School
District**

**Everett
School
District**