



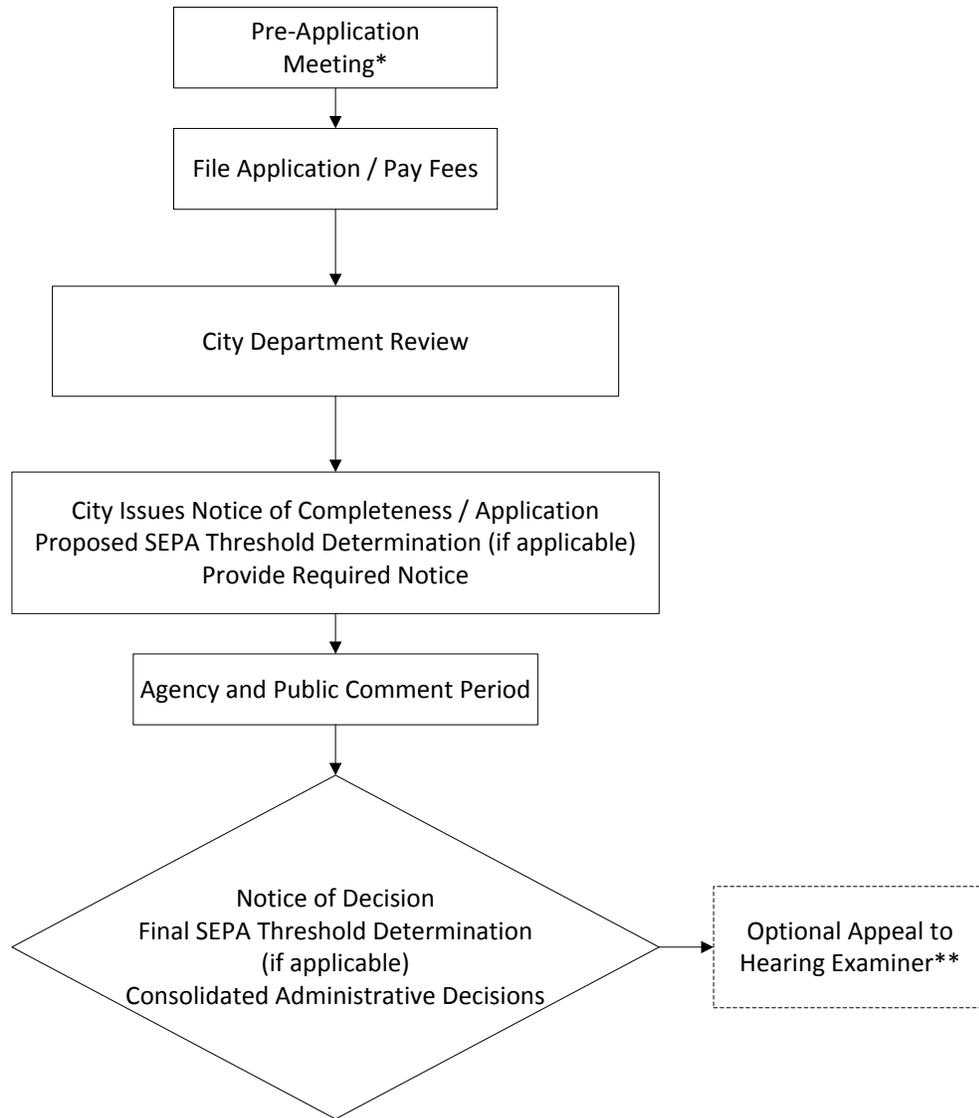
CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
UPPER STORY WALL SIGN APPLICATION

Submit the following items listed in the checklist below. Click on the italicized links to view additional forms online. Use this application to propose an upper story wall sign in the Central Business District (B-3 zone) for signs located 400 feet or less near a residential zone. Two upper story signs (not more than one per right-of-way façade) may be permitted for hotels and non-residential businesses occupying a majority of the net floor area in a single building and meeting the requirements of Section 22.020.F.

<input type="checkbox"/> Fee	\$750 application fee. Non-refundable and payable by check, cash 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"/> Site Plan and Elevations	Must be drawn in accordance with the <i>Site Plan Checklist for Signs</i> . Provide 20 copies of a site plan and sign elevation drawings. Preferred size is 11" x 17" . Copies must be legible and drawn to scale.
<input type="checkbox"/> Sign Construction and Electrical Drawings	Provide 5 copies of structural and electrical drawings which indicate number and location of attachments, method of illumination, and illumination output.
<input type="checkbox"/> Narrative Statement All applications must be accompanied by a typed narrative statement describing the size of the sign, the content, placement, lighting, illumination specs, and proximity to residential zones.	
<input type="checkbox"/> Mailing List	Must be completed per the <i>Mailing List Instructions</i> special 500 foot notice required by code.
<input type="checkbox"/> Submit Application with <u>this</u> Checklist	In Person: City of Everett Public Works Building, Permit Counter 3200 Cedar St 2 nd Floor, Everett, WA 98201
Email any documents to: planning@everettwa.gov	By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201



FLOW CHART



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

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



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
LAND USE APPLICATION

• **Name of Applicant** _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

• **Primary Contact** (if other than applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

• **Property Owner(s)** _____

Address _____ City _____ State _____ Zip Code _____

• **Property Address or Location** _____

Tax Parcel No(s) _____ Area of Property (acres/sq ft) _____

Zoning _____ Comprehensive Plan Designation _____

• **Brief Description of Project** _____

• **Name of the planner who conducted or waived the Pre-Application meeting** _____

• **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:	_____

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



Why is a mailing list required?

A mailing list is required from the applicant in order for the City to provide notice to the owners of the adjacent properties of your project proposal. It is the responsibility of the applicant to obtain accurate ownership information of the contiguous properties that must be notified and to provide that information to the City on a mailing list.

Who is required to be on the mailing list and where do I find property ownership information?

All owners of properties that are within **500 feet** of the subject property. Property ownership information may be obtained from the Snohomish County Assessor's Office (assessor.snoco.org) or your title company.

How do I list 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.

How do I format?

All mailing lists should be created in an Excel spreadsheet document (see example below). However; if you have **six** or fewer addresses, we will accept the list on Avery® 5160® or 5960® labels or **clearly** written in the boxes below with one address per grid. Do not repeat names on the list. If someone is listed as owning more than one property, only list the owner's name and address once. *Do not include the tax account number in the list. The list must be updated every six months if the project is still in review.*

How do I submit?

Step 1) Submit the Excel list by email to: planning@everettwa.gov (Include address in subject line.)

Step 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application. It is not necessary to email the list if submitting no more than six addresses in Avery® label format.

Example of the Excel spreadsheet format

NAME	COMPANY	ADDRESS	APT/UNIT	CITY	STATE	ZIP
Jane Smith		123 Grand Ave	Apt #2	Everett	WA	98201

Please print clearly or type one address per box below:

Upper Story Wall Sign Regulations

(B-3 zone only)

22.020.F. Signs.

6. Upper Story Wall Signage

- a. Use. Two upper story signs (not more than one per right-of-way façade) may be permitted for hotels and non-residential businesses occupying a majority of the net floor area in a single building within the CBD. Such signs are in addition to other signs allowed under this section.
- b. Size. Each upper story wall sign shall not exceed one-hundred ninety (190) square feet.
- c. Content. Upper story wall signs shall be limited to logo and/or name only.
- d. Placement. Upper story wall signs shall be located sixty (60) feet or more above the elevation of the sidewalk or alley, but may not extend above the building parapet, soffit, the eave line or the roof of the building. Signs shall be mounted so as to not obstruct any window, building trim, ornamentation or other significant architectural detail.
- e. Lighting. Upper story wall signs shall be limited to internally illuminated channel lettering and/or logos, and/or halo lighting effects. Neon may be used to accent signs with channel lettering and/or halo lighting effects. Electronic message center signs and cabinet signs are prohibited.
- f. Proximity to Residential Zones. An upper story wall sign proposed to be located within 400 feet or less of a lot located within a residential zone, as listed in EMC 19.01.050.B, shall be subject to Review Process II, provided however, that written notice shall be mailed to owners of property located within 500 feet of the lot upon which the sign is proposed to be located.

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.)