



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
USE PERMIT APPLICATION or
TEMPORARY USE APPLICATION

Use this application for a **change of use** or a **temporary use permit**. A Use Permit requires approval from the City as it pertains to current codes and design standards. Prior to submittal, discuss your project at the *Permit Services Counter: 3200 Cedar St., 2nd Fl, Everett, WA* or call 425.257.8731 to speak with a planner. Please note: This application may not be required for a change of use if a building permit is required.

Instructions: Submit the following items listed in the checklist below.

<input type="checkbox"/> Fee	\$500 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/or Survey	Must be drawn in accordance with the <i>General Site Plan Checklist</i> . May require survey to verify setbacks and/or height. Provide 20 copies and one reduced copy no larger than 11" x 17" . Copies must be legible and drawn to scale.
<input type="checkbox"/> Landscape Plan (if required)	Provide one copy of the landscape plan. If larger than 11" X 17", provide a reduced copy no larger than 11" x 17". PDF's shall indicate what size paper will print to scale. <u>The landscape plan shall include the following information:</u> <ol style="list-style-type: none"> 1. The number, size, spacing and names of all proposed plants. 2. Method of irrigation of required landscape areas and schematic of irrigation system. 3. Location and dimensions of planting areas. 4. Details of any berms or fences. 5. The landscape category applicable to the site.
<input type="checkbox"/> For Temporary Use Only: Attach a Narrative Statement	Prepare a typed narrative statement and submit one copy describing how the proposal is consistent with the following: <ol style="list-style-type: none"> 1) The proposed temporary use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity. 2) The proposed temporary use is compatible in terms of

- location, access, traffic, noise, nuisance, dust control, and hours of operation with existing land uses in the immediate vicinity; and
- 3) The proposed temporary use is not otherwise allowable in the zone in which it is proposed.

Complete the following:

Opening date: _____

Closing date: _____

Days of operation: _____

Hours of operation: _____

<input type="checkbox"/> <u>For Temporary Use Only: Owner's Authorization and Permission</u>	Submit a letter from the property owner which grants the Applicant permission to use the subject property for the stated temporary use and time period.
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<input type="checkbox"/> <u>For Temporary Use Only: Applicant and Owner's Authorization</u>	<p>In the event the City of Everett issues a temporary use permit, the Applicant and Owner hereby grants the City permission to summarily abate the temporary use of _____ and all physical evidence of that use if not removed within the period specified as part of the permit, and agrees to reimburse the City for any expenses incurred by the City abating the temporary use.</p> <p>_____</p> <p>Applicant's Signature Print Name</p> <p>_____</p> <p>Owner's Signature Print Name</p>
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<input type="checkbox"/> <u>For Homeless Encampment Temp Use Only: Submit a Mailing List and a Management Plan</u>	Submit one copy of an encampment management responsibility plan and a <i>mailing list of property owners within 500 feet</i> of the subject property.
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<input type="checkbox"/> For All - 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.	<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>Email documents to planning@everettwa.gov Note the type of application in the subject line.</p>
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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 _____, _____

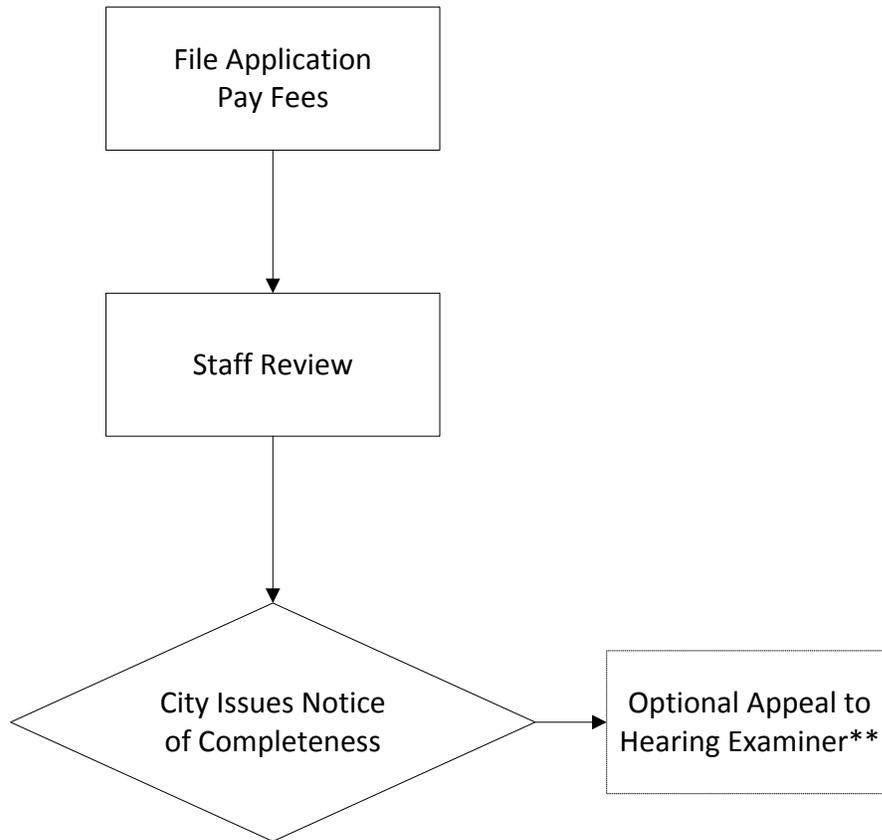
City

State

FOR OFFICIAL USE ONLY	
TYPE:	_____
FILE #	_____
FEE \$	RECEIPT # _____
ASSIGNED TO:	_____



FLOW CHART



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



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

City Staff Assistance: City of Everett Public Works Department
Permit Services Counter
3200 Cedar Street, 2nd Floor
Everett, WA 98201
425.257.8810
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;

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:

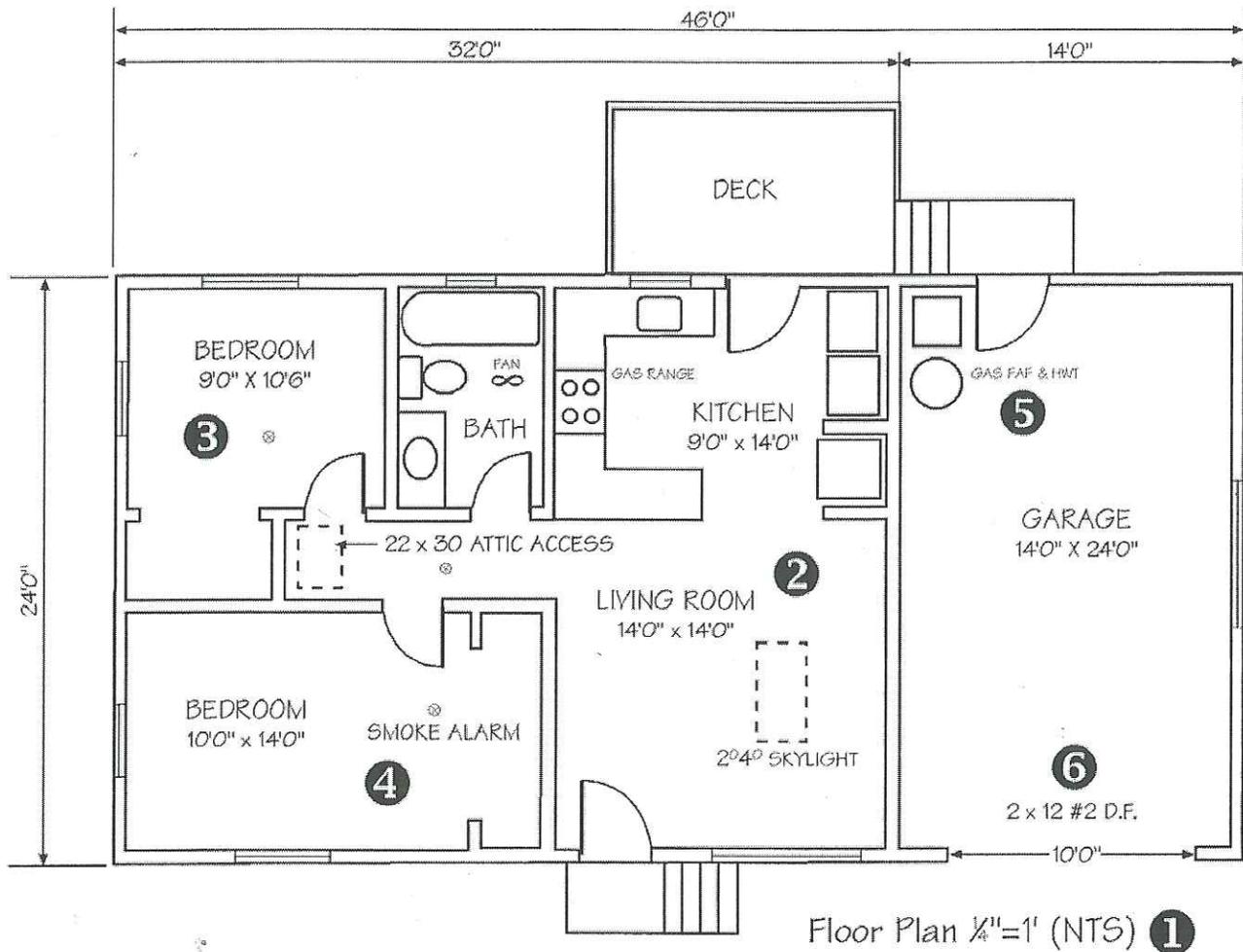
- Percent of lot coverage by buildings. See the Use Standards Table to determine if this is applicable to your proposal.
- Location of existing and proposed driveway access to the site, adjacent to the site, and across the street.
- Public right-of-way dimensions.
- On-site driving aisles, off-street 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.)

Floor Plan



The floor plan is a detailed map of the new work in your project, and sometimes parts of the existing building, too. We suggest you use the scale $\frac{1}{4}''=1$ foot, and include the following:

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|---|---|
| <p>① A separate plan for each floor level where any work will occur.</p> <p>② All walls, windows, doors, skylights, steps, decks, landings, patios, plumbing fixtures, fireplaces, woodstoves, furnaces, laundry equipment, and other appliances.</p> <p>③ Use and dimension of each room, such as bedroom, living room, walk-in closet, and so on.</p> | <p>④ Location of all smoke detectors, vent fans, and access to the attic.</p> <p>⑤ The fuels that various appliances will use, such as electric dryer, gas range, propane furnace, or gas log fireplace.</p> <p>⑥ Show dimensions and specify all headers and beams</p> |
|---|---|
- 7. Include window sizes*