CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT

SEPA - PLANNED ACTION APPLICATION (PA REVIEW PROCESS)

Submit the following items listed in the checklist below. Click on the italicized links to view additional forms online. Use this application for project proposals located within the boundaries of the Downtown Subarea Plan *(Attachment A to Ord. #3128-09)* or the Southwest Everett Subarea Plan *(Attachment A to Ord. #2213-97)*.

1) ☑ Fees	See **Fee Schedule** for "SEPA review – Planned Action" fees. Also, a fee will be required for each Special Study (i.e. wetland, geotech, traffic, etc). All fees are non-refundable and payable by check, credit card or cash upon application.
2) ☑ Pre-Application Meeting	A *Pre-application Meeting* is required prior to this application unless waived by the Planning Department.
3) ☑ Land Use Application	The *Land Use Application* must be filled out completely and signed. **Submit one.**
4) ☑ General Project Information Form	Complete the General Project Information Form that correlates with the subarea of your project's location. **Submit one.**
5) ☑ Site Plan and/or Survey	Must be drawn in accordance with the *General Site Plan Checklist*. 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.
6) ☑ Environmental Checklist	Must be filled out completely and accurately. Submit **one** signed copy. The ***Environmental Checklist*** form can be found on DOE's website: http://www.ecy.wa.gov/programs/sea/sepa/forms.htm
7) ☑ Special Studies	Submit **four** copies of each study with the application. For wetland, stream and geotech reports also submit the AutoCAD/PDF file by email to: planning@everettwa.gov.
8) ☑ 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 application with this checklist either in person or by mail. **Speak to a Planner if an electronic submittal is an option for your project.**	**In Person:** City of Everett Permit Services 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.

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LAND USE APPLICATION

1) Name of Applicant LBG 38 LLC

Address 1040 West Georgia Street, Suite 800

City Vancouver, BC State Canada Zip Code V6E 4H1

Phone 425 260 4439 Alt ph none

Email ttimmons@netvigator.com

2) Primary Contact (if other than applicant) Bob Fadden

Address %Lance Mueller and Associates Architects,130 Lakeside, Suite 250

City Seattle State WA Zip Code 98122

Phone 206 325 2553 Alt ph 206 953 3174

Email bfadden@lmueller.com

3) Property Owner(s) LBG 38 LLC

Address 1040 West Georgia Street, Suite 800 City Vancouver, BC State Canada Zip Code V6E 4H1

4) Project Address or Location 5900 36th Avenue West

Tax Parcel No(s) 28040300200100 Area of Property (acres/sq ft) 39.45 acres

Zoning M-1 Comprehensive Plan Designation Office and Industial

5) Brief Description of Project Construction of three to four partial two story buildings shells, site grading, installation of utilities and storm water detention along with other associated site improvements.

6) Name of the planner who conducted or waived the Pre-Application meeting John Jimerson

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 10-5-2016

Please print name Bob Fadden ☐ Owner ☐ Applicant ☑ Primary Contact

City and State where this application is signed Seattle (City), Washington (State)

FOR OFFICIAL USE ONLY

TYPE: _____

FILE # _____

FEE $ _____ *RECEIPT #* _____

ASSIGNED TO: _____

SW Everett Subarea – General Project Information Form

Complete the tables below if the project location is in the Southwest Everett Subarea. The following information will be used by the City:

- for monitoring of impacts in the SW Everett Subarea; and
- to determine if the proposal falls within the impact thresholds identified in the Mitigation Decision Document.

SW Everett Subarea - General Information Categories	Project Proposal	
Is the site covered by a concomitant agreement or master plan? If yes, attach a copy.	☐ Yes	☑ No
Has the City approved previous projects on the site? If so, list the project review numbers SEPA 00-23 Approved 9-12-2005.	☑ Yes	☐ No
Is there existing development on the site? If so, list existing building square footage _____ sq ft.	☐ Yes	☑ No
What is the proposed use?	Office,Manufacturing & Warehousing	
What is the Vehicle Trips/Peak Hour Per Net Developable Acre? Additional analysis required if proposal exceeds 30 peak hour trips per acre.	See attached letter	
What is the water usage? Additional analysis required for development proposals with a peak hour demand above 2.7 gpm/acre (approximately 4,000 gpa/day peak flow) and/or a fire flow requirement of 3,500 gpm or greater in area served by Everett. 4,000 gpm fire flow in area served by Mukilteo Water District.	Peak hour demand: not available (NA) Fire flow: 2,456 gpm.	
What is the Sewer Discharge? Additional analysis required for projects with demand of more than 1,700 gallons per gross acre per day, and 4,000 gallons per gross acre per day of instantaneous peak flow.	below threshold	below threshold
Total lot area in acres?	39.5 acres	
Net developable area in acres? (lot area minus critical areas and buffers)	35.46 acres	
Existing and proposed number of employees by type of employment	**Existing**	**Proposed**
government	0	0
manufacturing	0	not available
education	0	0
retail	0	0
finance, real estate and services (FIRE)	0	0
warehousing, communications, transportation, utilities (WCTU)	0	not available
Total	0	not available

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.)