



CITY of EVERETT  
PLANNING and COMMUNITY DEVELOPMENT

## TAX EXEMPTION FOR MULTIPLE FAMILY HOUSING

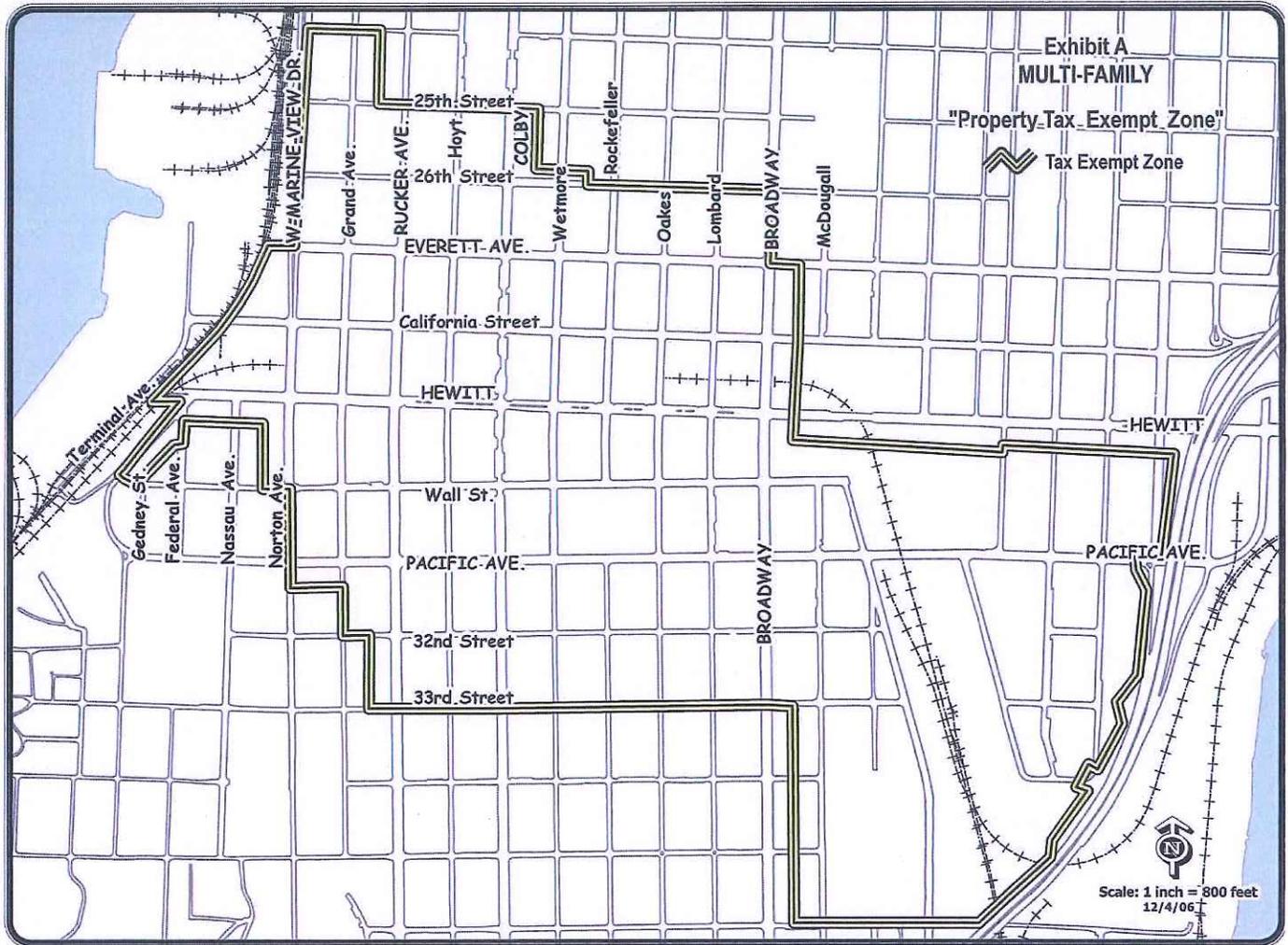
### APPLICATION *(Tax Exemption Flowcharts and Map also includes E-1/MUO)*

Use this application to propose a tax exemption for development of multiple family units per the requirements of Ordinance No. 2979-07: An Ordinance Amending the City's Multiple Family Housing Tax Provisions, Ordinance No. 2347-98, (Chapter 3.78 EMC).

Submit the following items listed in the checklist below. Click on the italicized links to view additional forms online.

<input type="checkbox"/> Fee	\$650 plus \$25 per multiple family unit. Payable by check, cash or credit card upon application.
<input type="checkbox"/> Tax Exemption Form	The <i>Tax Exemption Form</i> must be filled out completely and signed. If applicant is not the owner, a statement that the applicant is authorized by the owner to submit the application shall be provided.
<input type="checkbox"/> Site Plan	Must be drawn in accordance with the <i>General Site Plan Checklist</i> . Provide <u>one</u> copy and <u>one reduced copy no larger than 11" x 17"</u> . PDF's shall indicate what size paper will print to scale. Copies must be legible and drawn to scale.
<input type="checkbox"/> Floor Plan	Provide <u>one</u> copy of complete floor plans and <u>one reduced copy no larger than 11" x 17"</u> . PDF's shall indicate what size paper will print to scale. Copies must be legible and drawn to scale.
<input type="checkbox"/> Narrative Statement	Attach a brief typed statement setting forth the grounds for the qualification for tax exemption.
<input type="checkbox"/> Submit Application with this checklist either in <u>Person</u> or by <u>Mail</u> . Please <u>Email</u> any documents you may have in a PDF format.	<b>In Person:</b> City of Everett Public Works Building, Permit Counter 3200 Cedar St 2 <sup>nd</sup> Floor, Everett, WA 98201  <b>By E-mail:</b> <a href="mailto:planning@ci.everett.wa.us">planning@ci.everett.wa.us</a>  <b>By Mail:</b> City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201

# Property Tax Exempt Zone for the City of Everett, WA



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Updated 1/23/07



**CITY of EVERETT  
PLANNING and COMMUNITY DEVELOPMENT**

**Tax Exemption Application Form**

Pursuant to Chapter 84.14 RCW and Chapter 3.78 EMC

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 \_\_\_\_\_

New Construction YES  NO  Rehabilitation of Existing Units YES  NO

# of New Units \_\_\_\_\_ Existing Empty \_\_\_\_\_ Existing Occupied \_\_\_\_\_ # of Units applying for this exemption \_\_\_\_\_

If existing units are vacant, date last occupied \_\_\_\_\_ Affidavit of Vacancy Attached? YES  NO

(For Official Use) Building is in compliance with the City's Minimum Housing Code? YES  NO

Describe building use and square feet intended for each use \_\_\_\_\_

Projected Cost of New Construction/Rehabilitation \$ \_\_\_\_\_ Source of Cost Estimate \_\_\_\_\_

Expected Date to Start Project \_\_\_\_\_ Expected Date to Complete Project \_\_\_\_\_

• The project **must meet** the following criteria for special valuation on multi-family property:

1. Be located within the "Property Tax Exempt Zone" designated for the tax incentive by the City. See area map.

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

2. Not displace any existing residential tenants from the property proposed for development.
3. Be a multiple family or mixed-use project which provides 8 or more additional dwelling units, or 4 dwelling units located above the ground floor with a minimum of 4,000 s.f. of commercial space on the ground floor.
4. At least 50% of proposed multiple family housing space be provided for permanent residential occupancy.
5. Be completed within three years from the date of approval of the application.
6. Be designed to comply with all building codes, zoning and other applicable regulations.
7. Meet design requirements of EMC 3.78.070.D.9.
8. Applicant must sign a contract with the City agreeing to conditions of the project development.
9. Snohomish County Assessor may require owners to submit pertinent data regarding the use of classified land.

- Upon approval of the application, the applicant and the City **enter into an agreement** to be approved by City Council under which the applicant has agreed to the implementation of the development on terms and conditions satisfactory to the City Council.

- The City may issue a **Conditional Certificate of Acceptance of Tax Exemption**, based on the information provided by the Applicant. The Conditional Certificate will be effective for not more than three (3) years, but may be extended for an additional 24 months under certain circumstances. The city will issue a Final Certificate of Tax Exemption upon completion of the project, satisfactory fulfillment of all contract terms, a final inspections, and issuance of a Certificate of Occupancy.

- If the exemption is **canceled for noncompliance** or the **project ceases to be eligible an additional tax shall be imposed** as follows:

- A. The difference between the tax actually paid and the tax which would have been due for the pro rata portion of the tax year following cancellation, and for each tax year thereafter, if the improvements had been valued without exemption, (not to exceed three years before the discovery of the noncompliance); plus
- B. A penalty of 20 percent of the difference, plus
- C. Interest at the statutory rate on (a) / (b) from the date tax could have been paid without penalty if the improvements had been assessed at a value without regard to the exemption.

Note: The additional tax, interest and penalty (a) / (b) / (c) are due within the times provided by RCW 84.40.350-84.40.390, and the total bears interest thereafter at the rate provided for delinquent property taxes. The additional tax, penalty and interest constitute a lien by the City of Everett upon the land which attaches at the time the property is no longer eligible for exemption, and has priority to and must be fully paid and satisfied before a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the land may become charged or liable.

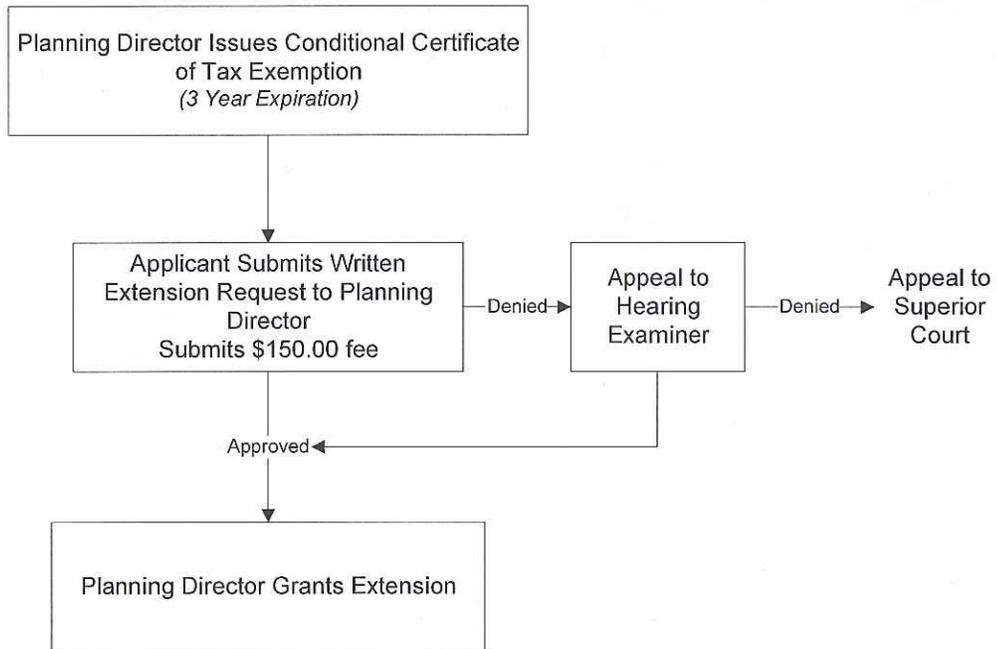
**Affirmation:** As owner(s) of the land described in the application, I hereby indicate by my signature that I am aware of the additional tax liability to which the property will be subject if the exemption authorized by chapter 84.14 RCW, 1995 laws of Washington is canceled. I declare under penalty of perjury under the laws of the state of Washington that this application and any accompanying document have been examined by me and that they are true, correct, and complete to the best of my knowledge.

Signed at \_\_\_\_\_, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

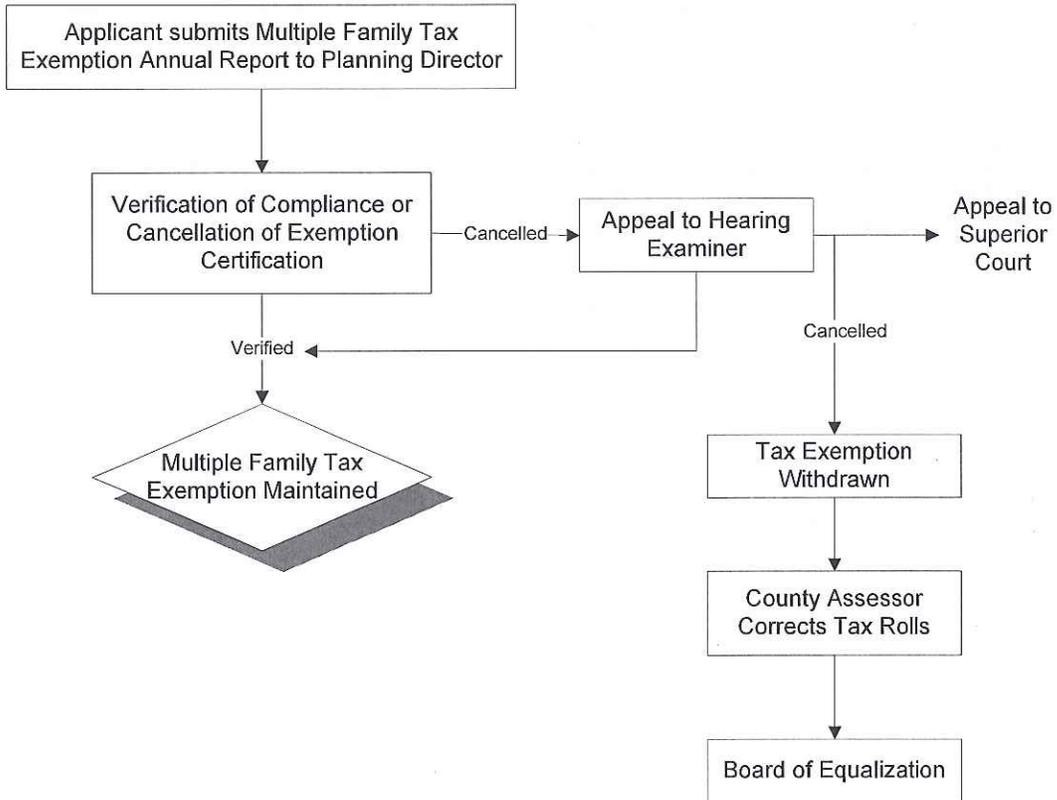
Signature(s) of all Owner(s) and Contract Purchaser(s)

\_\_\_\_\_  
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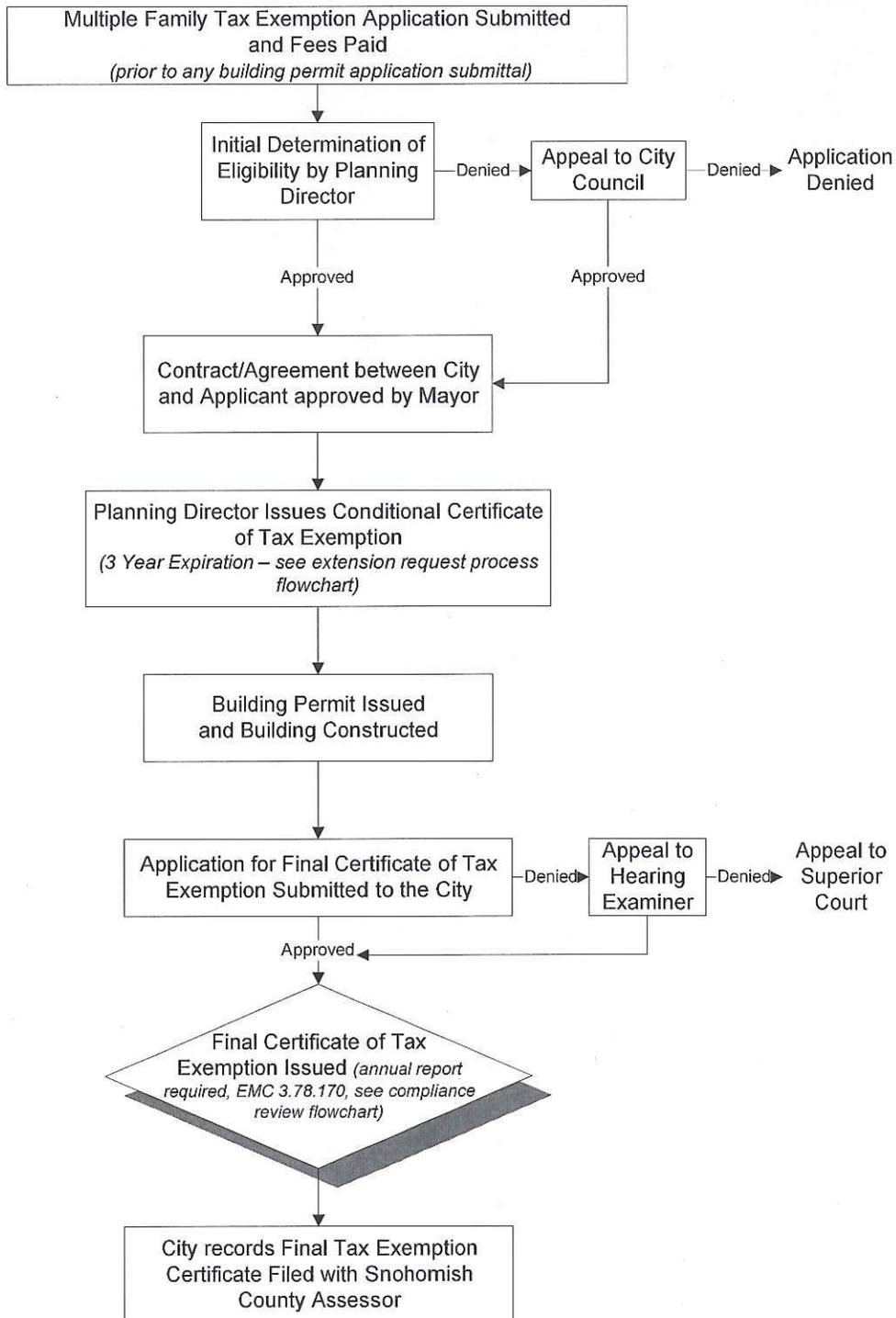
## MULTIPLE FAMILY TAX EXEMPTION EXTENSION REQUESTS



# MULTIPLE FAMILY TAX EXEMPTION COMPLIANCE REVIEW



# MULTIPLE FAMILY TAX EXEMPTION REVIEW PROCESS





## SITE PLAN REQUIREMENTS CHECKLIST

(For all City of Everett Land Use Applications except subdivisions, short subdivisions, binding site plans and boundary line adjustments.)

**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.) **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.

### **A. All Site Plans with New Development**

- 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.)

### **A.1 - 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.)

### ***A.2 - Commercial & Industrial Development***

- Percent of lot coverage by buildings. (This may be on a separate sheet.) 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.)

## ***B. Sites with Critical Areas on or Adjacent to the Site***

- Areas of flood hazard.
- 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.)