







CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
ZONING VERIFICATION LETTER REQUEST - ONLINE

Step 1 - Apply online. See below for detailed instructions on how to create a Log In and what materials you will need to complete the application steps online at <http://pw.everettwa.gov>. No fees will be due at this time. The City will review your zoning request letter to see if the letter can be accepted for processing.

Step 2 - Pay Fee. \$107. You will receive an email when your request letter has been accepted and online payment instructions. Refer to the Fee Schedule to see what a zoning verification letter will cost.

Step 3 - Issuance of Zoning Verification Letter. The Planning Department will research the zoning of the property and issue the zoning verification letter via email.

Instructions for Applying Online:

1. Setup an Account or Log In at <https://pw.everettwa.gov/>.
2. Click on *Apply* under the Land Use Projects header.
3. Read the DISCLAIMER and click, *I Agree* to continue.
4. Enter **PROJECT Type:** **ZONING VERIFICATION LETTER**
Enter **Project Name:** *Zoning Verification Request for Mr. Smith*
5. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon. A signed request letter will be required to be attached.
6. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
7. Enter *Your Relation to this Project*.
8. Upload your Request Letter and any other documents to *Attachments*. Click the  button.
9. Complete the *Applicant, Owner* and *Contact* information. Please complete all three fields, even if they are all the same. The “Contact” will be the primary person we will contact regarding the application. Click the  button.
10. Review your request and Click . After submittal, you will receive a confirmation email. You will receive a 2nd email when your application has been accepted for further processing and to pay the fee.

Need help? No problem.
Contact the Planning Department at 425-257-8731 or at planning@everettwa.gov.

Thank you for applying online!
Please let us know your experience at planning@everettwa.gov.