



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
NONCONFORMING BUILDING CERTIFICATION

Use this application for any building or structure which did comply with the zoning requirements at the time it was established or constructed and now does not comply with the current zoning code. NOTE: A certification may be required prior to filing a building permit.




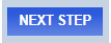
Step 1 - Apply online. See below for detailed instructions on how to create a Log In and what materials you will need to complete the application steps online at <http://pw.everettwa.gov>. No fees will be due at this time. The City will review your application to evaluate for further processing.

Step 2 - Pay Fee. \$213. You will receive an email when your application has been accepted and online payment instructions. Refer to the Fee Schedule to see what a Nonconforming Building Certification will cost.

Step 3 - Issuance of the Nonconforming Building Certification. The Planning Department will research the historical property records, conduct a site visit and issue a certification decision via email.

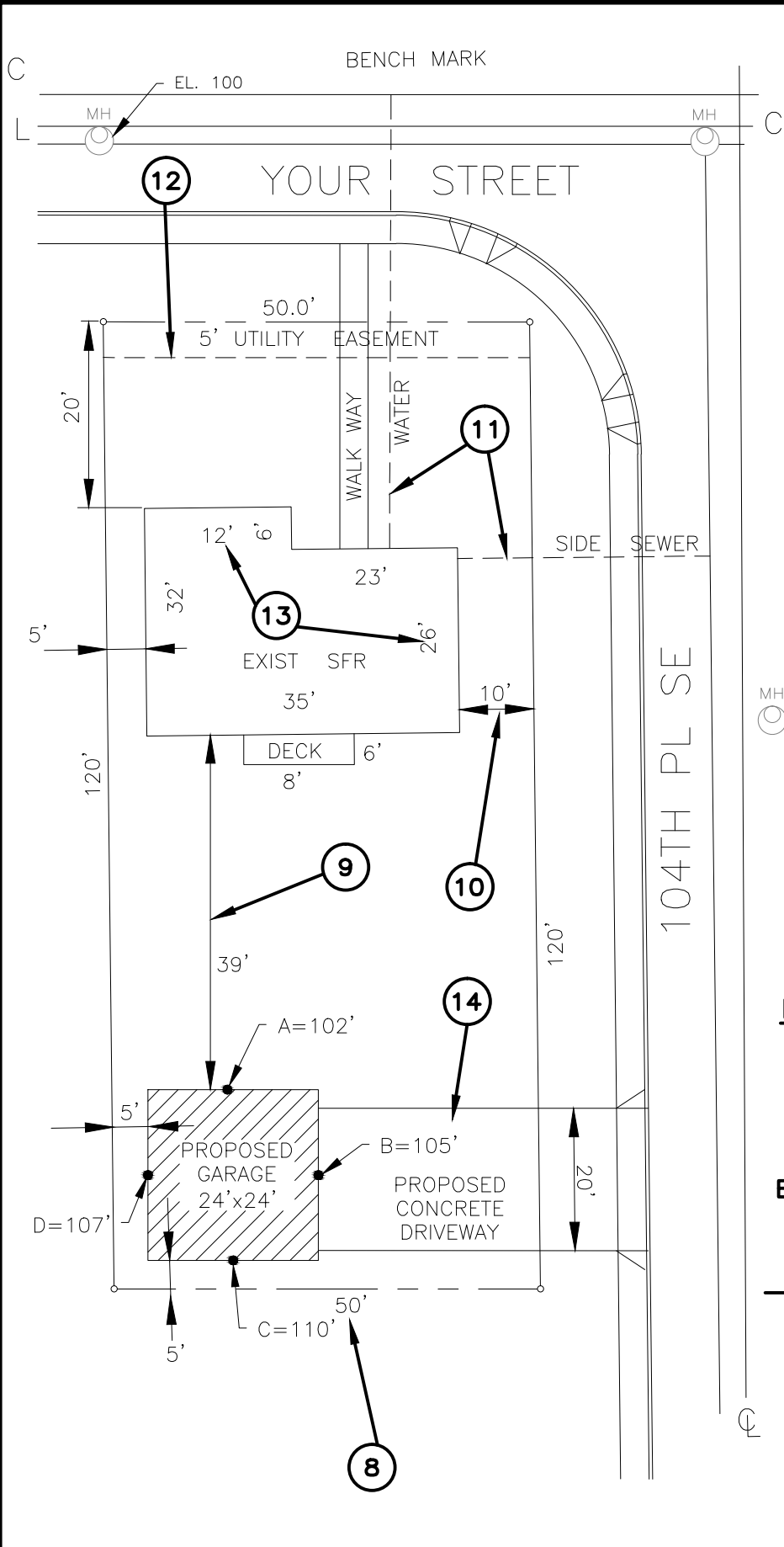
Instructions for Applying Online:

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:** **NCB CERTIFICATION**

Enter **Project Name:** *Certification for Mr. Smith*
5. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon. A PDF of a site plan, drawn in accordance with the Residential Site Plan Checklist, 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 SITE PLAN and any other documents to *Attachments*. Click the  button.
9. Complete the *Applicant, Owner* and *Contact* information. Please complete all three fields. The “Contact” will be the primary person we will contact regarding the application. Click the  button.
10. Review your application 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.

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PROJECT DESCRIPTION:

PROPOSED GARAGE
J. HOMEOWNER
1234 YOUR STREET
EVERETT WA 98201

LEGAL DESCRIPTION

LOT #2 PLAT OF
PARADISE TRACTS DIV. NO. 2

PARCEL TAX I.D. #
00123400000100

HEIGHT CALCULATIONS
BENCH MARK

Manhole RIM ELEV = 100'

A = 102'
B = 105'
C = 110'
+ D = 107'
<hr/>
424 ÷ 4 = 106' AVERAGE
(BASE ELEV.)
+ 15' ALLOWED
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121' = MAX HEIGHT

LOT COVERAGE BY BUILDING:

LOT SIZE 6000

EXISTING HOUSE	902
PROPOSED GARAGE	576 S.F.
	1558 S.F.

BUILD. SF ÷ LOT SF = 26%

IMPERVIOUS AREA

EXISTING:	990
PROPOSED:	1176
TOTAL:	2166



SCALE: 1"=20'



RESIDENTIAL SITE PLAN
CHECKLIST
SHEET 1 OF 2

2-13-2014
 Date:
101
 COE Std Dwg:

THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLANS.

NOTE: A SURVEY MAY BE REQUIRED AT THE TIME OF BUILDING PERMIT SUBMITTAL IF DEVELOPMENT IS WITHIN ONE FOOT OF A REQUIRED SETBACK OR ONE FOOT OF A REQUIRED HEIGHT LIMIT.

- 1. PROJECT DESCRIPTION, NAME OF APPLICANT AND ADDRESS OF SITE.
- 2. LEGAL DESCRIPTION.
- 3. TAX PARCEL NUMBER.
- 4. HEIGHT CALCULATIONS WITH BENCHMARK, AVERAGE BASE ELEVATION AND ACTUAL HEIGHT NOTED.
- 5. PERCENT OF LOT COVERAGE BY BUILDING(S) TO INCLUDE TOTAL LOT SIZE (SQFT) AND FOOTPRINT OF ALL BUILDINGS.
- 6. CALCULATE IMPERVIOUS AREA SHOW EXISTING, PROPOSED AND TOTAL (SQUARE FEET). OVER 2,000 SF MAY BE REQUIRED TO SUBMIT STORMWATER ENGINEERED PLANS. SEE SUBMITTAL CHECKLIST FOR DETAILS.
- 7. NORTH ARROW (DIRECTION FACING UP) AND SCALE.
- 8. LENGTH OF ALL LOT LINES.
- 9. DISTANCE BETWEEN ALL BUILDINGS, EXISTING AND PROPOSED.
- 10. PROPOSED AND EXISTING BUILDING SETBACKS FROM ALL LOT LINES.
- 11. UTILITIES (SEWER, WATER & DRAINAGE).
- 12. EASEMENTS ON SITE INCLUDING, BUT NOT LIMITED TO, INGRESS/EGRESS, WATER, SEWER & DRAINAGE.
- 13. SHOW BUILDING DIMENSIONS.
- 14. ALL DIMENSIONS, LOCATION AND MATERIAL OF PROPOSED AND EXISTING DRIVEWAYS.
- 15. ANY CRITICAL AREAS ON SITE. SHOW TOP OF SLOPE AND TOE OF SLOPE. SHOW PROPOSED BUILDING SETBACKS FROM SLOPE AND ANY CRITICAL AREA BUFFERS.
- 16. DIMENSIONS AND DEPTH OF ANY FILL ON THE SITE (IF APPLICABLE).
- 17. ANY PROPOSED ROCKERIES AND RETAINING WALLS OVER 4'-0" TALL.

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CITY OF EVERETT
PUBLIC WORKS
DEPARTMENT

RESIDENTIAL SITE PLAN
CHECKLIST
SHEET 2 OF 2

2-13-2014
Date:
101
COE Std Dwg: