



CITY OF EVERETT

Community, Planning & Economic Development Department
Planning Division

ZONING VERIFICATION LETTER REQUEST





ONLINE INSTRUCTIONS

USE THESE INSTRUCTIONS to apply online for a Zoning Verification Letter request. The City will review your zoning request letter to determine if the application can be accepted for processing.

FEES: No fees are due at time of application. You will receive an email with online payment instructions when your application has been accepted for processing. Refer to the [land use fee schedule](#) for current fee information.

ISSUANCE OF ZONING VERIFICATION LETTER: After a complete application and fee have been submitted, the Planning Division will research the zoning of the property and issue the zoning verification letter via email.

STEP BY STEP INSTRUCTIONS TO APPLY ONLINE:

1. Setup an account or login 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**
5. Enter **Project Name:** i.e. *Zoning Verification Request for Ms. Smith*
6. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon. A signed request letter will be required to be attached.
7. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
8. Enter *Your Relation to this Project*.
9. Upload your Request Letter and any other documents to *Attachments*. Click the  button.
10. 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.
11. Review your application and click . After submittal, you will receive a confirmation email. You will receive a 2nd email with online payment instructions when your application has been accepted for further processing.

HELPFUL TIPS:

- Internet Explorer and Microsoft Edge are the preferred browsers for utilizing the Online Permitting Portal.
- To avoid delays in processing, after submitting your application double check that all your attachments saved correctly. You can do so by viewing “My Dashboard” and selecting the paper clip symbol for your active project. Additional attachments can be uploaded there as needed.
- Payment is not due at time of application—please do not submit payment until instructed to do so by Staff

Need help? No problem.

Contact the Planning Division at 425-257-8731 or at planning@everettwa.gov

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