



GENERIC LAND USE APPLICATION

REVIEW PROCESS I, II, or III

INSTRUCTIONS → Use this form only if directed to by Planning Staff. Submit the following items listed in the checklist below based on a Review Process I, II, or III land use review. If this checklist or any of the applicable items below are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with EMC Title 15.

1) <input type="checkbox"/> Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule . Fees are non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Site plan, building elevations, floor plans, landscaping plan and/or color renderings as necessary to review the application	Must be drawn in accordance with the Residential Site Plan Checklist or General Site Plan Checklist . May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.
4) <input type="checkbox"/> Narrative Statement	If applicable, provide a typed narrative statement addressing all applicable review criteria from the Unified Development Code.
5) <input type="checkbox"/> Mailing List	A Mailing List is required for Review Process II and III applications. If applicable, this must be completed per the Mailing List Instructions .
Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.	<p>Online: Online Submittal Instructions</p> <p>In Person: City of Everett Public Works, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201</p> <p>By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p>

