

## REASONABLE USE CHECKLIST

**INSTRUCTIONS** → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

This checklist may also be utilized to request a Reasonable Use Administrative Modification and/or Transfer of Development Rights (TDR) in accordance with [EMC 19.37.050.B.6.c](#).

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

1) <input type="checkbox"/> <b>Fee</b>	Fees are noted in the <a href="#">Planning, Zoning and Land Use Fee Schedule</a> . Fees are non-refundable and payable by cash, check or credit card.
2) <input type="checkbox"/> <b>Land Use Application</b>	The <a href="#">Land Use Application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Site Plan</b>	Must be drawn in accordance with the <a href="#">Residential Site Plan Checklist</a> or <a href="#">General Site Plan Checklist</a> . Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.
4) <input type="checkbox"/> <b>Narrative Statement</b>	Provide a typed narrative statement addressing the 10 reasonable use review criteria set forth in <a href="#">EMC 19.37.050.B.6.b</a> .
5) <input type="checkbox"/> <b>Special Studies</b>  Biological Assessment, Critical Area, Geotechnical, etc., as required	Submit each applicable study. The AutoCAD Project file delineating critical area features must be submitted to: <a href="mailto:planning@everettwa.gov">planning@everettwa.gov</a> . A drainage report is not considered a special study.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete" and returned to you in accordance with [EMC Title 15.01](#).