



CITY OF EVERETT

Community, Planning, & Economic Development Department  
 Planning Division

**SEPA APPLICATION (REVIEW PROCESS II)**

**Submit the following items listed in the checklist below by email. If unable to submit by email, applications may be submitted by mail or at the Permit Services counter.** Use this application for proposals that require an environmental review through the State Environmental Policy Act (SEPA), chapter 43.21C RCW, which aids governmental agencies in the consideration of the environmental impacts of a proposal before making decisions. If your project is over the above exemption levels, a SEPA application will be required. For a complete list of proposed actions that are categorically exempt, see WAC 197-11-800 and/or speak with a Planner. For SEPA info from WA State Dept of Ecology, go to:

<https://ecology.wa.gov/regulations-permits/SEPA-environmental-review>

What triggers a State Environmental Policy Act (SEPA) application review?

Construction or demolition of more than the following:

- 1) 30 single family units;
- 2) 60 multi-family units; \*
- 3) 30,000 square feet of nonresidential building(s); \*
- 4) 90 parking spaces;\*or
- 5) Fill, excavation, or grading of 1,000 cubic yards unless exempted above.
- 6) Underground tank(s) of 10,000 gallons. Also, above ground fuel tanks that requires a Fire Department permit.
- 7) The demolition of a recognized historic structure (single family residential and commercial).

\*If a project meets the following, additional exemptions from SEPA review are provided:

- The construction of up to 200 dwelling units in Metro Everett, Urban Residential 4 (UR4) zones or Mixed Urban (MU) zones;
- Mixed-use development (must include residential) in Metro Everett, Mixed Urban (MU) and Business (B) zones;
- Commercial development up to 65,000 square feet, excluding retail development; or
- Any minor new construction identified as exempt pursuant to EMC 19.43.130.

Note: The categorical exemptions listed above do not apply on lands covered by water.

<input type="checkbox"/>	<b>Fees</b>	<b>See the current Fee Schedule.</b> Special Studies require a separate fee for each type of study submitted except drainage. Fees are non-refundable and payable by check, credit card or cash upon intake.
<input type="checkbox"/>	<b>Pre-Application Meeting</b>	A <b>Pre-application Meeting</b> is required prior to this application unless waived by the Planning Department. PreApp#_____.



2930 Wetmore Ave, Ste 8-A  
 Everett, WA 98201



425.257.8731  
 425.257.8742 fax



planning@everettwa.gov  
 everettwa.gov

<input type="checkbox"/>	<b>Land Use Application</b>	The Land Use Application form must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/>	<b>Environmental Checklist</b>	Must be filled out completely and accurately. The Environmental Checklist form can be found on DOE's website: <a href="https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates">https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates</a>
<input type="checkbox"/>	<b>Special Studies</b> (Biological Assessment, Critical Area, Traffic, 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>
<input type="checkbox"/>	<b>Site Plan and if required, a Survey</b>	Must be legible and drawn to scale in accordance with the General Site Plan Checklist or Sample Residential Site Plan. Project may require a survey to verify setbacks and/or height. Must be no larger than 11" x 17" if submitted by mail or in person.
<input type="checkbox"/>	<b>Mailing List</b>	Must be completed per the <b>Mailing List Instructions for Review Process II</b> . Email the mailing list in Excel Format to <a href="mailto:planning@everettwa.gov">planning@everettwa.gov</a> .
<input type="checkbox"/> <b>Submit Application with this checklist by email, in person or by mail. Please email any documents you have in pdf format.</b>		<p><b>By Email:</b> Email documents to <a href="mailto:planning@everettwa.gov">planning@everettwa.gov</a>. List type of application in the subject line.</p> <p><b>In Person:</b> City of Everett Public Works Building, Permit Counter 3200 Cedar St., 2<sup>nd</sup> Floor, Everett, WA 98201</p> <p><b>By Mail:</b> Office of Community, Planning and Economic Development 2930 Wetmore Avenue, Suite 8A Everett, WA 98201</p>



LAND USE APPLICATION

1) Name of Applicant

Address
City State Zip Code
Phone Alt ph
Email

2) Primary Contact (if other than applicant)

Address
City State Zip Code
Phone Alt ph
Email

3) Property Owner(s)

Address City State Zip Code

4) Project Address or Location

Tax Parcel No(s) Area of Property (acres/sq ft)
Zoning Comprehensive Plan Designation

5) Brief Description of Project

6) Name of the planner who conducted or waived the Pre-Application meeting

7) Authorization: I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature Date

Please print name Owner Applicant Primary Contact

City and State where this application is signed City State

FOR OFFICIAL USE ONLY
TYPE:
FILE #
FEE \$ RECEIPT #
ASSIGNED TO:

# MAILING LIST INSTRUCTIONS

## REVIEW PROCESS II

### Why is a mailing list required?

A mailing list is required from the applicant in order for the City to provide required notice to the owners of properties surrounding your project. It is the responsibility of the applicant to obtain accurate ownership information of the properties that must be notified and to provide that information to the City on an Excel mailing list.

**Who is required to be on the Excel mailing list?** All owners of properties that are within **150 feet** of the subject property.

### Where do I get an Excel mailing list?

An Excel mailing list may be obtained from either:

- 1) Snohomish County Assessor's Office (assessor.snoco.org or 425.388.3433)
- 2) or any Title Company

### Properties which include condominiums and/or apartments:

When a property includes condominiums, the owner of each unit must be on the mailing list. When a property includes apartments, the owner of the apartments, not the tenants, must be on the mailing list.

### Format?

All mailing lists should be created in an Excel spreadsheet document (see example below).

### How do I submit?

- 1) Submit the Excel list by email to: [planning@everettwa.gov](mailto:planning@everettwa.gov) (Include address in subject line.)
- 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application.

### Example of the Excel Spreadsheet Format

NAME	COMPANY	ADDRESS	APT/UNIT	CITY	STATE	ZIP
Jane Smith		123 Grand Ave	Apt #2	Everett	WA	98201

# GENERAL SITE PLAN CHECKLIST

(For City of Everett Land Use Applications except subdivisions, short subs, binding site plans and boundary line adjustments.)

**Note:** A survey to verify setbacks or height may be required for a proposed project. Please speak with a Planner to see if your project may require a survey.

**Site Plans for Pre-application Meetings:** If preparing a site plan for a pre-application meeting, include as much of the listed information that you have available. (If the site contains environmentally sensitive areas, they should be delineated prior to the pre-application meeting or if within or near the 100 year floodplain, show the 100 year floodplain elevation contour.)

**Site Plans for Application Submittals:** Specific information must be shown on the site plan. This information will vary, depending upon the type of proposal and the specific site features.

## All Site Plans:

- North arrow, scale, and date drawn.
- Lot dimensions.
- Location, dimensions, height, gross square footages, use, and type of construction of proposed and existing structures, including decks and signs. *Gross square footages are important for calculating required fire flow and parking requirements.*
- Setback dimensions for proposed buildings and other proposed or existing structures (such as proposed or existing billboards).
- Existing and proposed elevation contours at intervals of not greater than 5 feet (not required where relief is less than 5 feet). The city may require that grading contours of 2 feet be provided for specific proposals.
- Base elevation of proposed buildings, as defined by the Zoning Code.
- Location, height, and width of rockeries and retaining walls. Show topographic elevation of all rockeries/retaining walls. (For some rockeries and retaining walls, cross section diagrams may be required.)
- Location of major proposed utilities - sewer, water, gas, electricity.
- Location of fire hydrants.
- Adjacent land uses and approximate location of structures. (Required for rezones, special property use permits, expansion of non-conforming building or uses, variances, and shoreline permits.)
- Location of proposed off-street parking.

### **Multiple Family Development:**

- Separation between buildings.
- Building facade and roofline variation.
- Locations and widths of existing and proposed driveway access to the site, adjacent to the site and across the street.
- Public right-of-way dimensions.
- Location of existing and proposed sidewalks in the public right-of-way.
- On-site driving aisles, off-street parking layout, internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.
- Required open space dimensions and square footage, and recreation facilities if applicable.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

### **Commercial & Industrial Development:**

- Percent of lot coverage by buildings. See the Use Standards Table to determine if this is applicable to your proposal.
- Location of existing and proposed driveway access to the site, adjacent to the site, and across the street.
- Public right-of-way dimensions.
- On-site driving aisles, off-street parking layout, loading areas and internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.

- Required open space dimensions and square footage, and recreation facilities.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

**Sites with Critical Areas on or Adjacent to the Site:**

- Areas of flood hazard. Include the 100 year floodplain elevation contour.
- Wetlands and their buffers within 225 feet of the project site. Surveyed wetland delineation flag numbers must be included on the plans.
- Type Ns and Np streams and their buffers within 60 feet of the project site. Note that the ordinary high water mark or top of bank of the stream must be shown, rather than the centerline.
- Type F streams and their buffers within 200 feet of the project site. Note that the ordinary high water mark or top of bank of the stream must be shown, rather than the centerline.
- Geologically hazardous areas within 200 feet of the project site and any buffers identified in geotechnical reports, including: Erosion hazard areas, landslide hazard areas, and seismic / liquefaction hazard areas.
- Lakes and ponds less than 20 acres in size and their buffers within 110 feet of the project site (ordinary high water mark).
- Significant biological areas of local importance within 300 feet of the project site, including Malsby Swamp, Bomarc / Kasch Park Bog, Simpson site Category I wetlands, Narbeck Swamp, and Jetty Island.
- Other Fish and Wildlife Conservation Areas, including habitats of primary association and continuous vegetative corridors linking watersheds. For bald eagle nests, see distances specified in EMC 19.37.
- Slopes of 25% or greater associated or in conjunction with one or more of the sensitive elements listed above.
- Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the critical areas listed above.
- Where buffers are related to slopes, the top, toe, and side of the slope must be shown.
- Location of the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if development is proposed within 200 feet of the shoreline or within the flood plain of the river. (If this applies to your proposal, see the Shoreline Permit application for details regarding site plan requirements.)
- Proposed critical area and buffer impact and mitigation areas. (See requirements in Administrative Guidelines.)