



CONDITIONAL USE PERMIT APPLICATION

INSTRUCTIONS → Submit the following items listed in the checklist below. If this checklist or any of the 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.

A Conditional Use Permit is subject to a Review Process III and requires a [Land Use Hearing](#). The Planning Director may authorize a minor expansion of an existing conditional use subject to a Review Process II.

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"/> Preapplication Meeting	A Preapplication Meeting is required prior to submitting this application, unless waived by the Planning Department.
3) <input type="checkbox"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
4) <input type="checkbox"/> Site Plan Your project may require building elevations and/or floor plans 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.
5) <input type="checkbox"/> Narrative Statement	Provide a typed narrative statement addressing the 6 conditional use evaluation criteria from EMC 15.03.120.D and, if applicable, the specific use criteria from EMC 19.13 .
6) <input type="checkbox"/> Mailing List	Must be completed per the Mailing List Instructions .
7) <input type="checkbox"/> Special Studies 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: planning@everettwa.gov . A drainage report is not considered a special study. <i>Note: an Environmental Checklist may also be required. Please see the SEPA Application for details.</i>
Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.	Online: Online Submittal Instructions In Person: City of Everett Public Works, Permit Counter 3200 Cedar St 2 nd Floor, Everett, WA 98201 By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201



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



425.257.8731
 425.257.8742 fax



planning@everettwa.gov
everettwa.gov