

## CONDITIONAL USE PERMIT 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.

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.

[Online Submittal Instructions](#)

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

<b>1) <input type="checkbox"/> 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.
<b>2) <input type="checkbox"/> Preapplication Meeting</b>	A <a href="#">Preapplication Meeting</a> is required prior to submitting this application, unless waived by the Planning Department.
<b>3) <input type="checkbox"/> 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.
<b>4) <input type="checkbox"/> Site Plan</b>  Your project may require building elevations and/or floor plans as necessary to review the application	Must be drawn in accordance with the <a href="#">Residential Site Plan Checklist</a> or <a href="#">General Site Plan Checklist</a> . 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.
<b>5) <input type="checkbox"/> Narrative Statement</b>	Provide a typed narrative statement addressing the 6 conditional use evaluation criteria from <a href="#">EMC 15.03.120.D</a> and, if applicable, the specific use criteria from <a href="#">EMC 19.13</a> .
<b>6) <input type="checkbox"/> Mailing List</b>	Must be completed per the <a href="#">Mailing List Instructions</a> .
<b>7) <input type="checkbox"/> 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> . A drainage report is not considered a special study.  <b>Note:</b> an <i>Environmental Checklist</i> may also be required. Please see the <a href="#">SEPA Application</a> for details.

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](#).