

ADMINISTRATIVE 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.

[Online Submittal Instructions](#)

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

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.
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 3 administrative use evaluation criteria from EMC 15.03.100.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 for Review Process II.
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. Note: an <i>Environmental Checklist</i> may also be required. Please see the SEPA Application 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](#).