

NONCONFORMING CERTIFICATION APPLICATION USE, BUILDING, OR LOT

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. Refer to [EMC 19.38](#) for detailed regulations of nonconforming structures, uses and lots.

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"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Site Plan	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.
4) <input type="checkbox"/> For Nonconforming Use Certifications Only	If applicable, please review and complete the Nonconforming Use Questionnaire .
5) <input type="checkbox"/> For Nonconforming Lot Certifications Only	If applicable, please review and complete the Recorded Transaction History form.
Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.	<p>Online: Online Submittal Instructions</p> <p>In Person: City of Everett Public Works, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201</p> <p>By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p>

