# REVIEW PROCESS I APPLICATIONS

ONLINE INSTRUCTIONS

USE THESE INSTRUCTIONS to apply online for a Review Process I (REVI). To understand local project review procedures and determine the appropriate Review Process for your project, please refer to EMC Title 15. If you are unsure which application to apply for, please contact the Planner On-Duty for assistance prior to submitting your application. Specific attachment requirements are linked for each application subtype on page 2 of these instructions.

FEES: No fees are due at time of application. You will receive an email with online payment instructions when your application has been accepted for processing. Refer to the Planning, Zoning and Land Use Fee Schedule for current fee information.

STEP BY STEP INSTRUCTIONS TO APPLY ONLINE:

1. Setup an account or login at https://pw.everettwa.gov/.
2. Click on *Apply* under the Land Use Projects header.
3. Read the DISCLAIMER and click, *I Agree* to continue.
4. Enter PROJECT Type: **REVIEW PROCESS I**
5. Enter PROJECT SubType: i.e. *Boundary Line Adjustment*
6. Enter Project Name: i.e. *BLA for Ms. Smith (property A) and Mr. Jones (property B)*
7. Complete *Additional Information Required.* Use the helpful Tool Tips found under ? icon.
8. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
9. Enter *Your Relation to this Project.*
10. Upload your required documents to *Attachments.* Click the NEXT STEP button. ***Note:*** *see the links on Page 2 for specific submittal requirements and attachments for each application subtype.*
11. Complete the *Applicant*, *Owner* and *Contact* information. Please complete all three fields. The "Contact" will be the primary person we will contact regarding the application. Click the NEXT STEP button.
12. Review your application and click NEXT STEP . After submittal, you will receive a confirmation email. You will receive a 2nd email with online payment instructions when your application has been accepted for further processing.

HELPFUL TIPS:

- Microsoft Edge is the preferred browser for utilizing the Online Permitting Portal.
- To avoid delays in processing, after submitting your application double check that all your attachments saved correctly. You can do so by viewing "My Dashboard" and selecting the paper clip symbol for your active project. Additional attachments can be uploaded there as needed.
- Payment is not due at time of application—please do not submit payment until instructed to do so by Staff

Need help? No problem.

Contact the Planning Division at 425-257-8731 or at planning@everettwa.gov

REVI APPLICATIONS AVAILABLE ONLINE:

ACCESSORY DWELLING UNIT
BINDING SITE PLAN
BOUNDARY LINE ADJUSTMENT
BUILDING MODULATION
CRITICAL AREA
DESIGN MODIFICATION
HISTORIC
LANDSCAPE MODIFICATION
NONCONFORMING LOT CERTIFICATION
NONCONFORMING BUILDING CERTIFICATION
NONCONFORMING USE CERTIFICATION
NONCONFORMING USE CHANGE
NONCONFORMING USE EXPANSION
REASONABLE ACCOMODATION
REASONABLE USE
SEPA PLANNED ACTION
SHORELINE PERMIT
SHORT SUBDIVISION
TEMPORARY USE
TRANSFER OF DEVELOPMENT RIGHTS
TREE PRUNING
TREE REMOVAL HAZARDOUS
UNLISTED USE
USE PERMIT
OTHER

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