

CRITICAL AREA CHECKLIST

INSTRUCTIONS → Use this form only if directed to by Planning Staff. 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](#)

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| 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"/> 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 . Plan(s) must be legible and drawn to scale at 1" =20'. 11" x 17" preferred. |
| 4) <input type="checkbox"/> Narrative Statement | Provide a typed narrative statement addressing the applicable review criteria set forth in EMC 19.37 . |
| 5) <input type="checkbox"/> Special Studies Biological Assessment, Critical Area, Geotechnical, etc., include Restoration Plan 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. |
| 6) <input type="checkbox"/> Mailing List | If applicable, must be completed per the Mailing List Instructions . |
| 7) <input type="checkbox"/> Covenant Critical Area Covenant with Critical Area Site Plan, Geological Covenant, etc. as required | If required, submit a completed, signed, and notarized Critical Area Covenant with Critical Area Site Plan and/or a Geological Covenant and Agreement . Do not record either covenant until you are instructed to do so by Staff. |

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](#).