



CITY of EVERETT
 PLANNING and COMMUNITY DEVELOPMENT
REZONE (SITE-SPECIFIC MAP) AMENDMENT
 (REVIEW PROCESS IIIB)

Use this application for Rezone map amendments ONLY when an amendment to the Comprehensive Plan is not required for a site-specific project without a development agreement. The Rezone map amendment is considered under Review Process IIIB.

Submit or complete the following items listed in the checklist below. Click on the italicized links to view additional forms online. All documents may be submitted via email and/or on a CD however additional paper copies may be requested if needed.

<input type="checkbox"/> Fee Total Fee: \$_____	See current <i>Fee Schedule</i> for SEPA and Rezone fees posted online. Fees are non-refundable and payable by cash, check or credit card upon application intake.
<input type="checkbox"/> Meeting with Long Range Planning Staff	A meeting is encouraged prior to submitting this application with Long Range Planning Staff. To schedule a meeting call (425) 257-8731.
<input type="checkbox"/> Application	The <i>Rezone (Map) Application</i> must be filled out completely and signed by the owner, applicant, or primary contact. Submit one . See attached.
<input type="checkbox"/> Map of Site and Surrounding Area	Submit one copy of the Assessor’s Map (or equivalent) showing the location. Maps are available from Snohomish County Assessor or Everett Planning Department. PDF’s shall indicate what size paper will print to scale if submitting by email or CD. The copy must be legible.

Narrative Statement and Comp Plan/ Zoning Information

1) Prepare a written, typed statement addressing the applicable Rezone criteria. Submit **one** copy. See attached criteria.

2) Complete the following below:

Existing Comprehensive Plan Designation: _____

Existing Zoning: _____

Proposed Zoning: _____

Adjacent Plan Designations

Adjacent Zoning

North: _____

South: _____

East: _____

West: _____

Environmental Checklist

Must be filled out completely and accurately. Submit **one** signed copy. The current **Environmental Checklist** form can be found on DOE's website at:

<http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

Notification List of Property Owners

All property owners within 500 feet of the property subject to this action. Must be completed per the instructions for compiling the mailing list. See attached.

Special Studies

Traffic, Geotechnical studies, etc., if required by the Manager of Long Range Planning and Community Development. Provide **four** copies of each study with the application. For wetland and stream projects, also submit the AutoCad Project file by e-mail to: planning@everettwa.gov . For geotechnical reports, submit report by e-mail to the project planner.

Submit Application with this Checklist

* Email or CD submittal is preferred

By E-mail: Email all documents to planning@everettwa.gov

In Person or

by Mail: City of Everett Planning and Community Development
2930 Wetmore Ave Ste. 8-A, Everett, WA 98201



REZONE (SITE-SPECIFIC MAP) APPLICATION

(Attach additional pages if needed)

Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

Primary Contact (if other than applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

Property Owner(s) _____

Address _____ City _____ State _____ Zip Code _____

Property Address or Location _____

Tax Parcel No(s) _____

Area of Property (acres/sq ft) _____

Legal Description (attach for rezone purposes) _____

Brief Description of Proposed Project if Rezone is Approved _____

• **Authorization:** I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature _____ Date _____

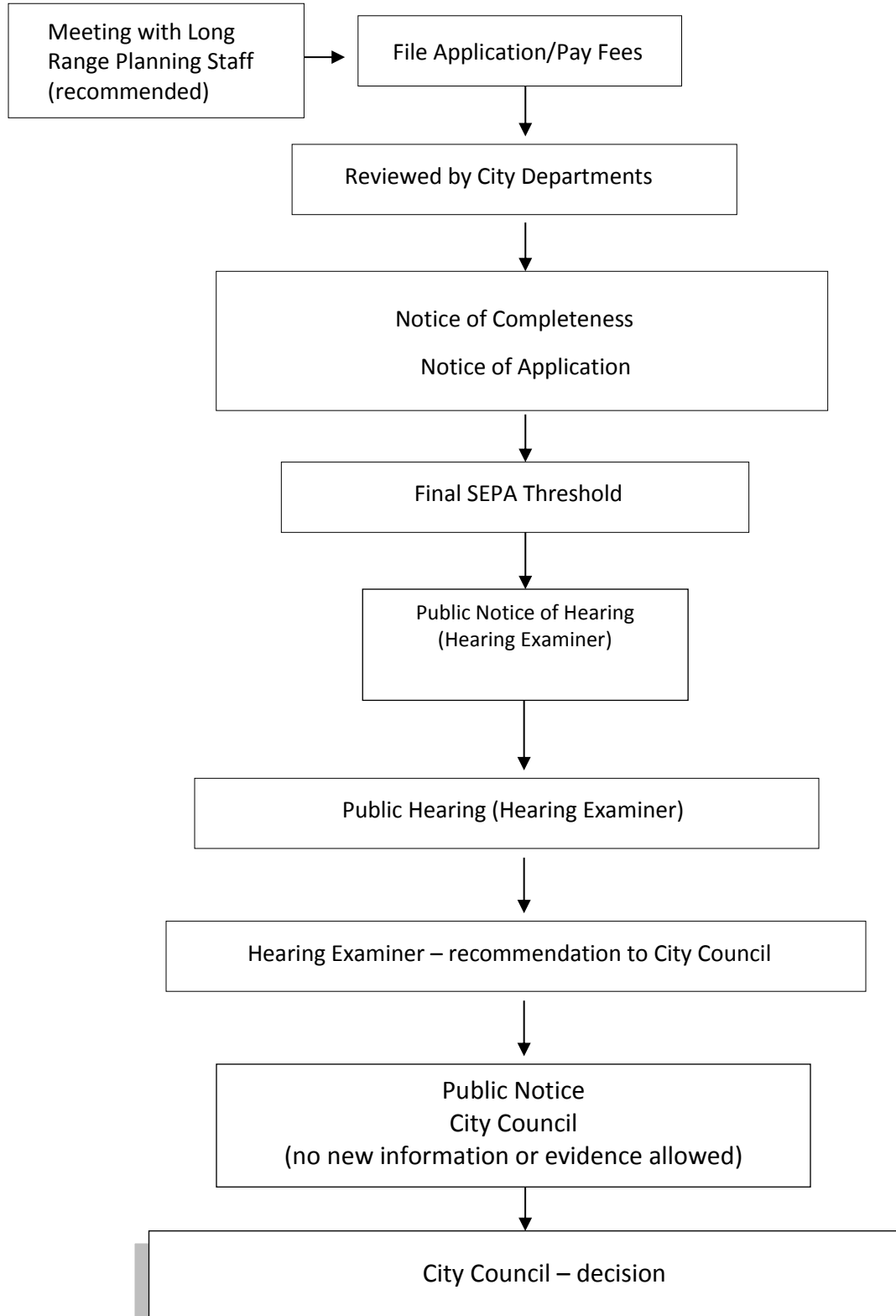
Please print name _____ Owner Applicant Primary Contact

City and State where this application is signed _____, _____
City State

FOR OFFICIAL USE ONLY	
FILE #	_____
FEE \$	_____
RECEIPT #	_____

Rezone Flow Chart – Review Process IIIB

Under review process IIIB, the Hearing Examiner holds a public hearing and makes a recommendation to the City Council, which will then make the final decision. The City Council's action is based upon the Hearing Examiner's record. No new information or evidence may be presented to the City Council.



NARRATIVE STATEMENT – EVALUATION CRITERIA

All applications must be accompanied by a separate narrative statement describing how the proposal is consistent with the following criteria and applicable rezone type. Please note that this information is important for the City's evaluation of your Rezone (site-specific map) amendment.

Rezone

Rezoning can be either site-specific non-project rezoning, with or without an amendment to the comprehensive plan, or site-specific project-based development agreement rezoning. This application is only for those rezoning where an amendment to the comprehensive plan is not required and where a site-specific project-based development agreement is not proposed.

In order to better understand the differences between the two rezoning processes, it is advised that you speak with Long Range Planning staff in advance of responding to this section.

The city may approve an application for a site-specific rezone if it finds that:

- a) The proposed rezone is consistent with the Everett comprehensive plan; and
- b) The proposed rezone bears a substantial relation to public health, safety or welfare; and the proposed rezone promotes the best long-term interests of the Everett community; and
- c) The proposed rezone mitigates any adverse impact(s) upon existing or anticipated land uses in the immediate vicinity of the subject property.

(EMC 19.41.160(D))

The applicant needs to attach a written narrative that demonstrates how their site-specific rezone meets this criteria.

MAILING LIST INSTRUCTIONS

REVIEW PROCESS III

Why is a mailing list required?

A mailing list is required from the applicant in order for the City to provide required notice to the owners of properties surrounding your project. It is the responsibility of the applicant to obtain accurate ownership information of the properties that must be notified and to provide that information to the City on an Excel mailing list.

Who is required to be on the Excel mailing list? All owners of properties that are within **500 feet** of the subject property.

Where do I get an Excel mailing list?

An Excel mailing list may be obtained from either:

- 1) Snohomish County Assessor's Office (assessor.snoco.org or 425.388.3433)
- 2) or any Title Company

Properties which include condominiums and/or apartments:

When a property includes condominiums, the owner of each unit must be on the mailing list. When a property includes apartments, the owner of the apartments, not the tenants, must be on the mailing list.

Format?

All mailing lists should be created in an Excel spreadsheet document (see example below).

How do I submit?

- 1) Submit the Excel list by email to: planning@everettwa.gov (Include address in subject line.)
- 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application.

Example of the Excel Spreadsheet Format

NAME	COMPANY	ADDRESS	APT/UNIT	CITY	STATE	ZIP
Jane Smith		123 Grand Ave	Apt #2	Everett	WA	98201