



CITY of EVERETT  
 PLANNING and COMMUNITY DEVELOPMENT

**COMPREHENSIVE PLAN AND ZONING CODE TEXT  
 AMENDMENT APPLICATION (REVIEW PROCESS VA)**

Use this application for Comprehensive Plan text amendments and Zoning Code text amendments that are associated with a project permit, rather than being of area-wide significance or general application.

**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"/> <b>Fee</b>	Comprehensive Plan Text Amendment Fee: <b>Cost Recovery</b> per Fee Ordinance 3390-14.  Note: Speak with Long Range Planning Staff for estimated fees. Fees are non-refundable and payable by cash, check or credit card upon application.
<input type="checkbox"/> <b>Meeting with Long Range Planning Staff</b>	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"/> <b>Application</b>	The <i>Comprehensive Plan and Zoning Code Text Amendment Application</i> must be filled out completely and signed by the owner, applicant, or primary contact. Submit <b>one</b> . See attached.
<input type="checkbox"/> <b>Map of Site and Surrounding Area</b>	Submit <b>one</b> copy of the Assessor’s Map (or equivalent) showing the location. Maps are available from Snohomish County Assessor or Planning Department.
<input type="checkbox"/> <b>Narrative Statement</b>	Prepare a written, typed statement describing the proposed amendments and addressing the Comprehensive Plan and Zoning Code text amendment criteria. Submit <b>one</b> copy. See attached criteria.
<input type="checkbox"/> <b>Environmental Checklist</b>	Submit <b>one</b> signed copy. Must be filled out completely and accurately. The Environmental Checklist form can be found on DOE’s website: <a href="http://www.ecy.wa.gov/programs/sea/sepa/forms.htm">http://www.ecy.wa.gov/programs/sea/sepa/forms.htm</a>
<input type="checkbox"/> <b>Notification List of Property Owners</b>	All property owners within 500 feet of the property subject to this action. Must be completed per the instructions for compiling the mailing list for Review Process VA. 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](mailto:planning@everettwa.gov). For geotechnical reports, submit report by e-mail to the project planner.

**Submit Application with this checklist either in Person or by Mail. Please Email any documents you may have in a PDF format.**

**In Person:** City of Everett Public Works Building, Permit Counter  
3200 Cedar St 2<sup>nd</sup> Floor, Everett, WA 98201

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

Email documents to [planning@everettwa.gov](mailto:planning@everettwa.gov). Note the type of application in the subject line.



# COMPREHENSIVE PLAN AND ZONING CODE TEXT AMENDMENT 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 Project \_\_\_\_\_

\_\_\_\_\_

• **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 \_\_\_\_\_, \_\_\_\_\_

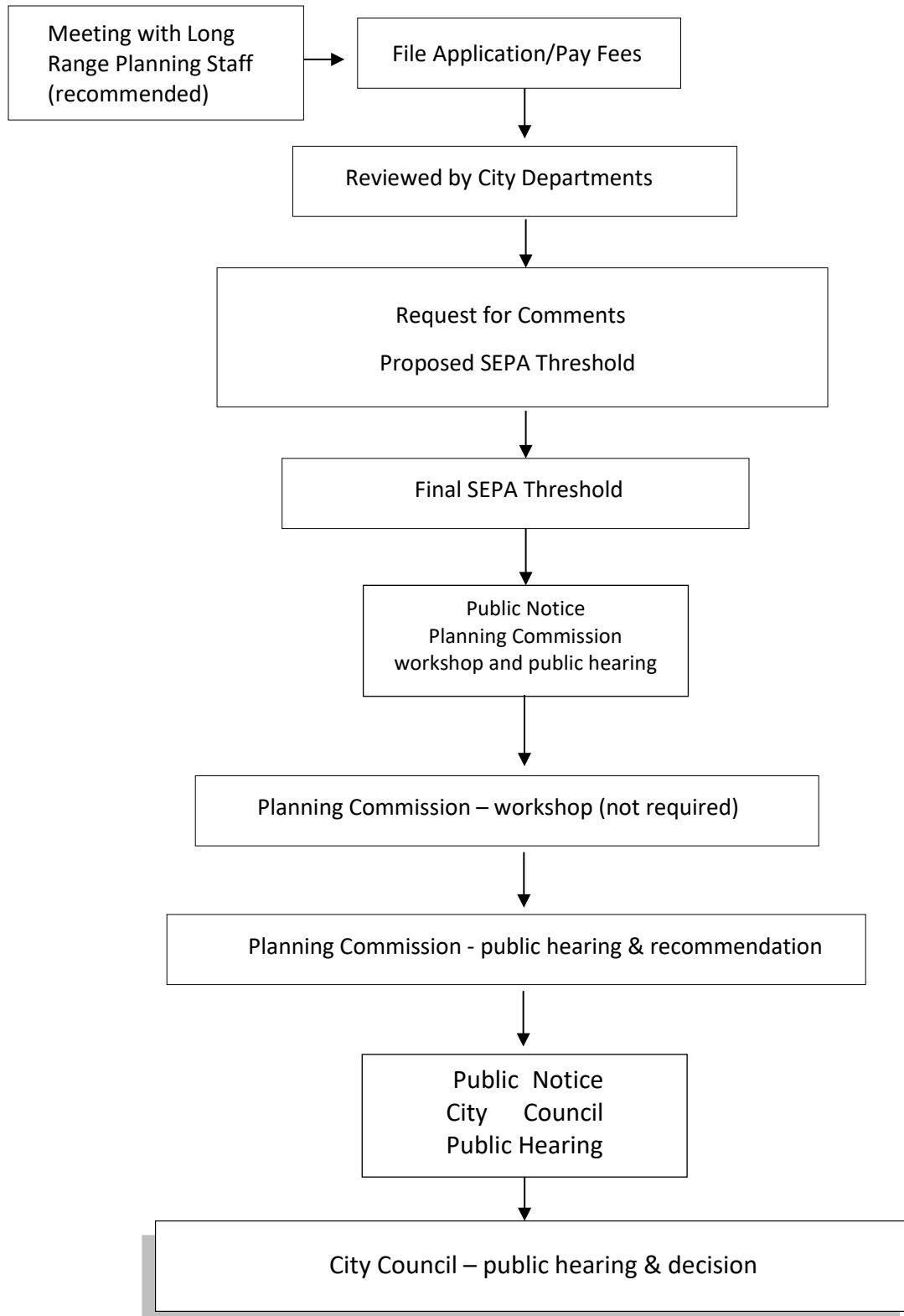
City

State

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

## Comprehensive Plan and Zoning Code Text Amendment Flow Chart – Review Process VA

Under review process VA the Planning Commission makes a recommendation and then the City Council makes the decision. Both actions go concurrently through the public hearing process.



## **NARRATIVE STATEMENT – EVALUATION CRITERIA**

All applications must be accompanied by a separate narrative statement describing how the proposal is consistent with the following criteria. Please note that this information is important for the City's evaluation of your proposed amendments.

Everett's Comprehensive Plan and Zoning Code contain criteria that must be met in order for decision makers to approve amendments to the Comprehensive Plan and Zoning Code text. Please consider each of the following review criteria and respond to them on a separate piece of paper. The response should identify which of the criteria is being addressed. Where the criteria spells out relevant policies or criteria, found in either the City's Comprehensive Plan or Zoning Code, please reference the relevant section when noting such support for your application. City staff will help with any questions you may have in regard to completing this work.

### **Comprehensive Plan Policies**

1. Have circumstances related to the subject policy changed sufficiently since the adoption of the plan to justify a change to the subject policy? If so, the circumstances that have changed should be described in detail to support the proposed amendment to the policy.
2. Are the assumptions upon which the policy is based erroneous, or is new information available that was not considered at the time the plan was adopted, that justify a change to the policy? If so, the erroneous assumptions or new information should be described in detail to support the proposed policy amendment.
3. Does the proposed change in policy promote a more desirable growth pattern for the community as a whole? The manner in which the proposed policy change promotes a more desirable growth pattern should be described in detail.
4. Is the proposed policy change consistent with other existing plan policies, or does it conflict with other plan policies? The extent to which the proposed policy change is consistent with or conflicts with other existing policies should be explained in detail.

### **Zoning Code Text Amendments**

1. The proposed amendment is consistent with the applicable provisions of the Everett general plan; and
2. The proposed amendment bears a substantial relation to public health, safety or welfare; and
3. The proposed amendment promotes the best long term interests of the Everett community.

**MAILING LIST INSTRUCTIONS**  
**CITY of EVERETT REVIEW PROCESS VA APPLICATIONS**



**Why is a mailing list required?**

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

**Who is required to be on the mailing list and where do I find property ownership information?**

All owners of properties that are within **500 feet** of the subject property. Property ownership information may be obtained from the Snohomish County Assessor's Office ([assessor.snoco.org](http://assessor.snoco.org)) or your title company.

**How do I list 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.

**How do I format?**

All mailing lists should be created in an Excel spreadsheet document (see example below). However; if you have **six** or fewer addresses, we will accept the list on Avery® 5160® or 5960® labels or **clearly** written in the boxes below with one address per grid. Do not repeat names on the list. If someone is listed as owning more than one property, only list the owner's name and address once. *Do not include the tax account number in the list. The list must be updated every six months if the project is still in review.*

**How do I submit?**

Step 1) Submit the Excel list by email to: [planning@everettwa.gov](mailto:planning@everettwa.gov) (Include address in subject line.)

Step 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application. It is not necessary to email the list if submitting no more than six addresses in Avery® label format.

**Example of the Excel spreadsheet format**

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

**Please print clearly or type one address per box below:**
