



# NONCONFORMING BUILDING or USE CERTIFICATION APPLICATION

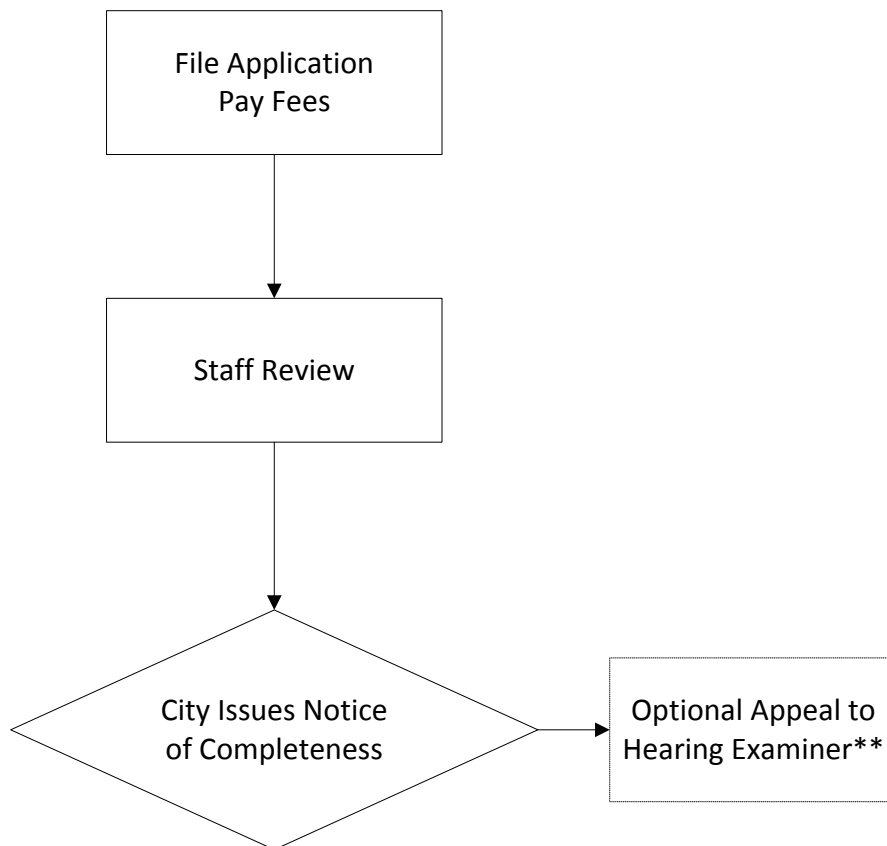
**INSTRUCTIONS** → Submit the following items listed in the checklist below either at the Permit Services counter or by mail. Speak to a Planner to see if an electronic submittal is an option for your project. Use this application for any use, building, or structure which did comply with the zoning requirements at the time it was established or constructed and now does not comply with the current zoning code. NOTE: A certification may be required prior to filing a building permit.

1) <input type="checkbox"/> Fee	See current <b>Fee Schedule</b> . Non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> Land Use Application	The <i>Land Use Application</i> 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 <i>Residential Site Plan Checklist</i> . Provide <b>one</b> copy drawn to scale no larger than 11" x 17".
4) <input type="checkbox"/> Complete the following if applying for a NCU Certification:	1) Type of Use _____ 2) Number of Vehicle Trips per Day _____ 3) Number of Employees _____ 4) Days and Hours of Operation _____
→ Submit the application with this checklist either at the counter or by mail.	<b>In Person:</b> City of Everett Public Works Building, Permit Counter 3200 Cedar St 2 <sup>nd</sup> Floor, Everett, WA 98201  <b>By Mail:</b> City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201

**The City may gather the following historical records noted below during application processing and will need to conduct a site visit of your property.**

Snohomish County Assessor’s Historic Fieldnote Property Records ▪ Building Permits ▪ Historic and Aerial Photographs ▪ Polk Directory Records ▪ Sanborn Insurance Maps ▪ Kroll Maps ▪ Water Records ▪ PUD Records ▪ Yellow Page Listings ▪ Business License History ▪ Affidavit of Historical Testimony

**REVIEW PROCESS I  
FLOW CHART**



\*\*Any appeals of the Hearing Examiner decision are to Superior Court.



**CITY of EVERETT**  
**PLANNING and COMMUNITY DEVELOPMENT**  
**LAND USE APPLICATION**

**1) Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alt ph \_\_\_\_\_

Email \_\_\_\_\_

**2) Primary Contact** (if other than applicant) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alt ph \_\_\_\_\_

Email \_\_\_\_\_

**3) Property Owner(s)** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**4) Project Address or Location** \_\_\_\_\_

Tax Parcel No(s) \_\_\_\_\_ Area of Property (acres/sq ft) \_\_\_\_\_

Zoning \_\_\_\_\_ Comprehensive Plan Designation \_\_\_\_\_

**5) Brief Description of Project** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**6) Name of the planner who conducted or waived the Pre-Application meeting** \_\_\_\_\_

**7) 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

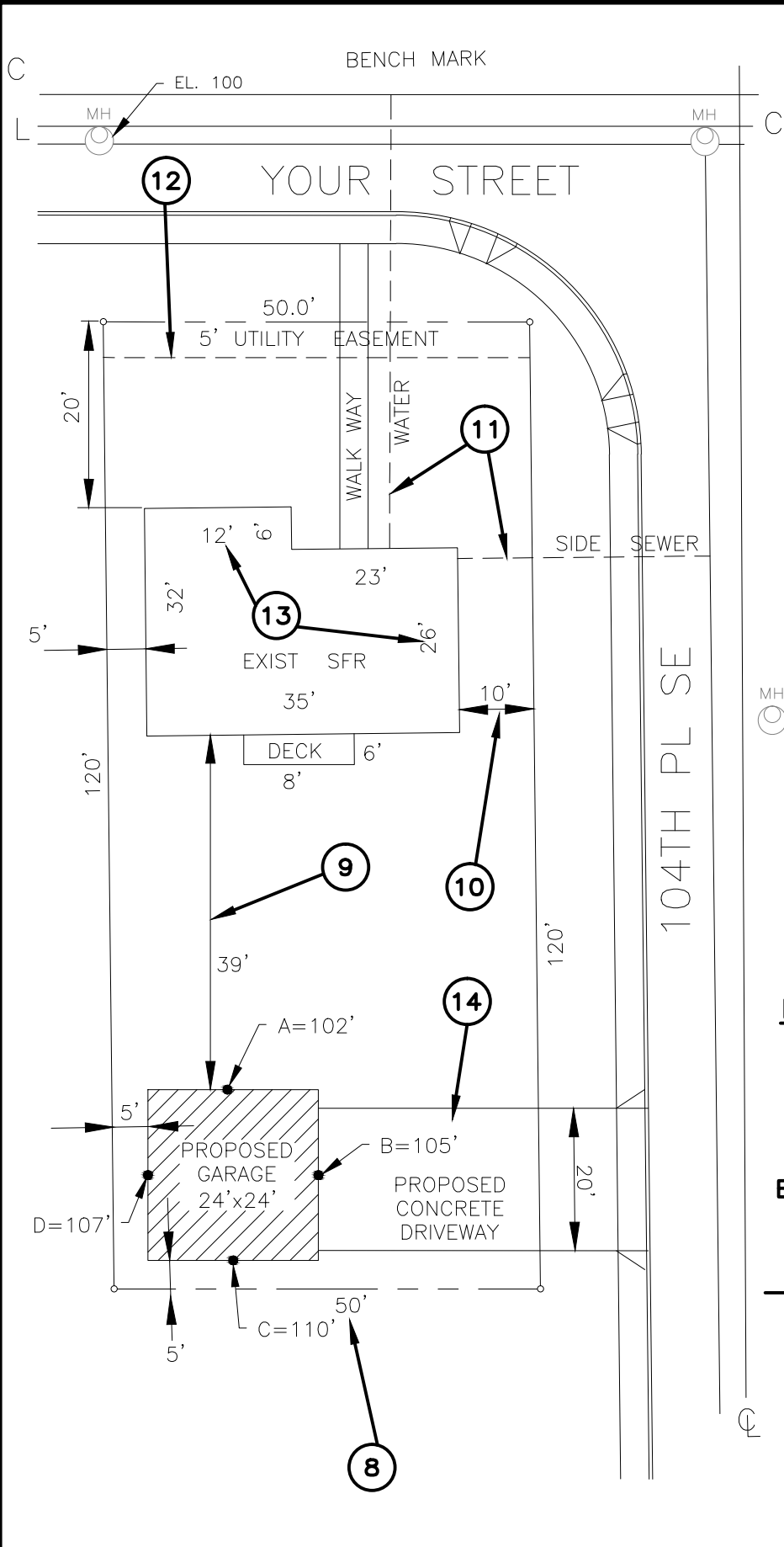
City and State where this application is signed \_\_\_\_\_ , \_\_\_\_\_

City

State

FOR OFFICIAL USE ONLY
TYPE: _____
FILE # _____
FEE \$ _____ RECEIPT # _____
ASSIGNED TO: _____

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**PROJECT DESCRIPTION:**

**PROPOSED GARAGE**  
**J. HOMEOWNER**  
**1234 YOUR STREET**  
**EVERETT WA 98201**

**LEGAL DESCRIPTION**

**LOT #2 PLAT OF**  
**PARADISE TRACTS DIV. NO. 2**

**PARCEL TAX I.D. #**  
**00123400000100**

**HEIGHT CALCULATIONS**  
**BENCH MARK**

**Manhole RIM ELEV = 100'**

**A = 102'**  
**B = 105'**  
**C = 110'**  
**+ D = 107'**  


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**424 ÷ 4 = 106' AVERAGE**  
**(BASE ELEV.)**  
**+ 15' ALLOWED**  


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**121' = MAX HEIGHT**

**LOT COVERAGE BY BUILDING:**

**LOT SIZE 6000**  
**EXISTING HOUSE 902**  
**PROPOSED GARAGE 576 S.F.**  
**1558 S.F.**  
**BUILD. SF ÷ LOT SF = 26%**

**IMPERVIOUS AREA**

**EXISTING: 990**  
**PROPOSED: 1176**  
**TOTAL: 2166**



**SCALE: 1"=20'**



**RESIDENTIAL SITE PLAN**  
**CHECKLIST**  
**SHEET 1 OF 2**

**2-13-2014**  
 Date:  
**101**  
 COE Std Dwg:

# # THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLANS.

NOTE: A SURVEY MAY BE REQUIRED AT THE TIME OF BUILDING PERMIT SUBMITTAL IF DEVELOPMENT IS WITHIN ONE FOOT OF A REQUIRED SETBACK OR ONE FOOT OF A REQUIRED HEIGHT LIMIT.

- 1. PROJECT DESCRIPTION, NAME OF APPLICANT AND ADDRESS OF SITE.
- 2. LEGAL DESCRIPTION.
- 3. TAX PARCEL NUMBER.
- 4. HEIGHT CALCULATIONS WITH BENCHMARK, AVERAGE BASE ELEVATION AND ACTUAL HEIGHT NOTED.
- 5. PERCENT OF LOT COVERAGE BY BUILDING(S) TO INCLUDE TOTAL LOT SIZE (SQFT) AND FOOTPRINT OF ALL BUILDINGS.
- 6. CALCULATE IMPERVIOUS AREA SHOW EXISTING, PROPOSED AND TOTAL (SQUARE FEET). OVER 2,000 SF MAY BE REQUIRED TO SUBMIT STORMWATER ENGINEERED PLANS. SEE SUBMITTAL CHECKLIST FOR DETAILS.
- 7. NORTH ARROW (DIRECTION FACING UP) AND SCALE.
- 8. LENGTH OF ALL LOT LINES.
- 9. DISTANCE BETWEEN ALL BUILDINGS, EXISTING AND PROPOSED.
- 10. PROPOSED AND EXISTING BUILDING SETBACKS FROM ALL LOT LINES.
- 11. UTILITIES (SEWER, WATER & DRAINAGE).
- 12. EASEMENTS ON SITE INCLUDING, BUT NOT LIMITED TO, INGRESS/EGRESS, WATER, SEWER & DRAINAGE.
- 13. SHOW BUILDING DIMENSIONS.
- 14. ALL DIMENSIONS, LOCATION AND MATERIAL OF PROPOSED AND EXISTING DRIVEWAYS.
- 15. ANY CRITICAL AREAS ON SITE. SHOW TOP OF SLOPE AND TOE OF SLOPE. SHOW PROPOSED BUILDING SETBACKS FROM SLOPE AND ANY CRITICAL AREA BUFFERS.
- 16. DIMENSIONS AND DEPTH OF ANY FILL ON THE SITE (IF APPLICABLE).
- 17. ANY PROPOSED ROCKERIES AND RETAINING WALLS OVER 4'-0" TALL.

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**CITY OF EVERETT**  
**PUBLIC WORKS**  
**DEPARTMENT**

**RESIDENTIAL SITE PLAN**  
**CHECKLIST**  
**SHEET 2 OF 2**

**2-13-2014**  
Date:  
**101**  
COE Std Dwg: