



# CHECKLIST FOR PRE-APPLICATION MEETING

## CITY OF EVERETT PLANNING DIVISION

**INSTRUCTIONS:** Complete this form and submit all checklist items listed below to request a pre-application meeting.

REQUIRED SUBMISSION ITEMS		
To be completed by Applicant		Staff verification
1 <input type="checkbox"/>	<a href="#">Land Use Permit Application</a>	<input type="checkbox"/> _____
2 <input type="checkbox"/>	<a href="#">Pre-application Meeting Question Sheet</a>	<input type="checkbox"/> _____
3 <input type="checkbox"/>	Plan Set Packet	<input type="checkbox"/> _____
4 <input type="checkbox"/>	<a href="#">Plan Set Packet Checklist</a>	<input type="checkbox"/> _____
5 <input type="checkbox"/>	The following additional items may be required, refer to the Plan Set Checklist: <input type="checkbox"/> Floodplain Elevation (FEMA FIRM) <input type="checkbox"/> Geological Hazardous Areas Assessment <input type="checkbox"/> Stream/Wetland Delineation and/or Report	<input type="checkbox"/> _____
6 <input type="checkbox"/>	Checklist for Pre-application Meeting (this sheet, completed)	<input type="checkbox"/> _____
7 <input type="checkbox"/>	Fee. <a href="#">See current Fee Schedule</a>	<input type="checkbox"/> _____

Online submittal via the <a href="#">Permitting Portal</a> is preferred. Hard copies may be submitted by mail or in person at the addresses listed below; however, digital files of all hard copies will be required to be submitted.		
<b>Online</b>	<a href="#">Online Submittal Instructions</a>	
<b>By Mail</b>	City of Everett Community, Planning, and Economic Development Department Planning Division 2930 Wetmore Avenue, Suite 8-A Everett, WA 98201	
<b>In Person</b>	City of Everett Public Works Permit Services Division 3200 Cedar Street, 2nd Floor Everett, WA 98201	For information on Permit Services hours of operation and submission procedures, please review <a href="#">their website</a> .

If this checklist or any of the items listed 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](#).



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