



CITY OF EVERETT
Community, Planning, & Economic Development Department
Planning Division

We encourage you to submit this application online at <http://pw.everettwa.gov/>. Mailed or in-person submittals accepted. Please verify with a Planner that a preapplication meeting is required for your project. Preapps are held Tuesday mornings.

The purpose of this meeting is to provide preliminary feedback to the applicant based on the proposed project and based on City regulations and standards currently in effect. Final conditions of any project approval may differ from the preliminary comments provided at this meeting based on a more detailed review of a formal application, modifications to the proposal after the meeting, or changes in City regulations or standards. See Distribution List below for those invited to the meeting.

SUBMITTAL ITEMS: 1) Pre-App Meeting Request Form, 2) Fee – See current *Fee Schedule*, 3) 1 site plan, 1 elevation

SUBMIT OR MAIL TO: Permit Services Counter – ATTN: PRE-APP SUBMITTAL 3200 CEDAR ST 2ND FL, EVERETT, WA 98201

QUESTIONS? planning@everettwa.gov • 425.257.8731 • M/W/Th/F 7:30 am – 4pm Closed 12-1 & Tu 1-3pm

Meeting Location: Public Works Dept/Permit Services Counter/Spada Conf Rm - 3200 Cedar St., 1st Fl, Everett, WA 98201	
Meeting Date: _____	Meeting Time: _____
Pre-App# _____	
Project Planner: _____	Fee: _____ Receipt #: _____
Email: _____	
Phone: _____	
Distribution List: -Fire -Public Works/Building Div./Traffic -Parks -Primary Contact -Police -Long Range Planning -PUD -Economic Development	

Applicant _____ **Phone** _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Email _____ **Alt ph** _____

Primary Contact _____ **Phone** _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Email _____ **Alt ph** _____

Project Address _____ **Project Tax Parcel No(s)** _____

Proposed Use _____ **Existing S.F.** _____ **Proposed S.F.** _____ **Total S.F.** _____

Proposed No. of Dwelling Units _____ **Total No. of Dwelling Units** _____ **Type of Construction** _____

Occupancy Group _____ **Occupant Load** _____ **Zoning** _____ **Comprehensive Plan Designation** _____

Description of Project (attach if necessary) _____

Authorization: I am the owner or am authorized by the owner to sign and submit this request. 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 request. 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** _____ Owner Applicant Primary Contact

Print Name _____ **City and State** where application was signed _____



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GENERAL SITE PLAN CHECKLIST

Instructions: Use for all site plans related to land use applications, except for, land divisions and boundary line adjustments. A survey, by a professional land surveyor, may be required to verify the property lines as it relates to setbacks or height. City mapping information with utilities, approximate property lines and other information is available at <https://everettwa.gov/mapeverett>.

Site Plans for Pre-application Meetings: Include as much of the listed information that you have available. If the site contains environmentally sensitive areas, they should be delineated prior to the pre-application meeting, or if within or near the 100 year floodplain, show the 100 year floodplain elevation contour. For utilities, show the proposed water & sewer services from the main to the structure. Label each as 'proposed' or 'existing to be reused'.

All Site Plans should include the following:

- Lot dimensions, north arrow, scale, project description, applicant name, parcel number and date drawn.
- Location, dimensions, height, gross square footages, use, and type of construction of proposed and existing structures, including decks and signs. *Gross square footages are important for calculating required fire flow and parking requirements.*
- Setback dimensions for proposed buildings and other proposed or existing structures.
- Existing and proposed elevation contours at intervals of not greater than 5 feet (not required where relief is less than 5 feet). The city may require that grading contours of 2 feet be provided for specific proposals.
- Base elevation of proposed buildings, as defined by the Zoning Code.
- Location, height, and width of rockeries and retaining walls. Show topographic elevation of all rockeries/retaining walls. (For some rockeries and retaining walls, cross section diagrams may be required.)
- Location of existing and proposed utilities - sewer, water, gas, electricity.
- Location of existing and proposed fire hydrants.
- Adjacent land uses and approximate location of structures.
- Location of existing and proposed off-street parking.

Multiple Family Development Site Plans:

- Separation between buildings.
- Building facade and roofline variation.
- Locations and widths of existing and proposed driveway access to the site, adjacent to the site and across the street.
- Public right-of-way dimensions.
- Location of existing and proposed sidewalks.
- On-site driving aisles, off-street parking layout, internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.



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Everett, WA 98201



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everettwa.gov

- Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.
- Required open space dimensions and square footage, and recreation facilities if applicable.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

Commercial & Industrial Development Site Plans:

- Percent of lot coverage by buildings. See the Use Standards Table to determine if this is applicable to your proposal.
- Location of existing and proposed driveway access to the site, adjacent to the site, and across the street.
- Public right-of-way dimensions.
- On-site driving aisles, off-street parking layout, loading areas and internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly. Describe location of nearest transit stop.
- Dimensions and type of required perimeter and interior landscaping and buffers, including street trees.
- Required open space dimensions and square footage, and recreation facilities.
- Dumpster/garbage receptacle/recycling location and screening.
- Proposed detention and water quality features (swales, wetponds, etc.)

Sites with Critical Areas on or Adjacent to the Site:

- Areas of flood hazard. Include the 100 year floodplain elevation contour.
- Shorelines, Lakes, Ponds, Wetlands, Streams and their buffers within 300 feet of the project site. Surveyed wetland delineation flag numbers must be included on the plans, if applicable. Note that the ordinary high water mark or top of bank must be shown, rather than the centerline.
- Geologically hazardous areas within 200 feet of the project site and any buffers identified in geotechnical reports, including: Erosion hazard areas, landslide hazard areas, and seismic / liquefaction hazard areas.
- Significant biological areas of local importance within 300 feet of the project site, including Maulsby Swamp, Bomarc / Kasch Park Bog, Simpson site Category I wetlands, Narbeck Swamp, and Jetty Island.
- Other Fish and Wildlife Conservation Areas, including habitats of primary association and continuous vegetative corridors linking watersheds. For bald eagle nests, see distances specified in EMC 19.37.
- Slopes of 25% or greater.
- Ground water discharge areas, such as springs and seeps.
- Where buffers are related to slopes, the top, toe, and side of the slope must be shown.
- Location of the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if development is proposed within 200 feet of the shoreline or within the flood plain of the river.
- Proposed critical area and buffer impacts and proposed mitigation areas.



CITY OF EVERETT
Everett Police Department
Code Enforcement Unit

PROPERTY MAINTENANCE REQUIREMENTS PENDING DEVELOPMENT

Greetings,

Maintenance requirements apply to all properties within the City, including redevelopment projects. There is flexibility during periods of construction activity, but if the project is inactive these codes will be enforced. We encourage developers and property owners to be familiar with all code requirements. Listed below are some of the more prevalent issues to be aware of as the project moves forward. For questions regarding these codes and any other maintenance requirements, please feel free to contact the City's Code Enforcement Unit at 425.257.8560. The City of Everett's Municipal Code (EMC) is located at www.mrsc.org.

Junk-Trash-Litter and other discarded items

- Maintain the property free of junk, trash, litter, discarded furniture, appliances, salvage materials, junk or inoperable vehicles, vehicle parts and any other dumped items

Vegetation

- Grass must be maintained below 12 inches in height
- Other vegetation must not encroach onto neighboring properties or city right-of-way, or provide harborage for people
- To remove any vegetation on the property that is in or adjacent to an environmentally sensitive area, approval must be granted from the Planning Department

Outdoor Storage

- Must be reviewed, approved and permitted by the City

Vacant Building(s)

- Must be secured and maintained secured according to vacant building standards
- It is recommended to obtain a Trespass Agreement with Police and establish proper signage on the building(s)



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