



REASONABLE ACCOMMODATION (REVIEW PROCESS I)

Submit the following items listed in the checklist below. Click on the italicized links to view additional forms online. Use this application to request a reasonable accommodation under the Federal Fair Housing Act for more than four unrelated adults living in a dwelling, pursuant to the Everett Zoning Code definition of “family” and Planning Director Interpretation PDI #12-01 (see attached). This application does not include group homes.

<input type="checkbox"/> Fee	No Fee
<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.
<input type="checkbox"/> Site Plan	Must be drawn in accordance with the <i>General Site Plan Checklist and/or Sample Residential Site Plan</i> . Provide one copy no larger than 11" x 17" . Copies must be legible and drawn to scale.
<input type="checkbox"/> Floor Plans	Must be drawn in accordance with the <i>Typical Floor Plan</i> example. Floor plans must show each story or level, all rooms labeled for use and dimensions of rooms. Provide one set no larger than 42" x 30" . Copies must be legible and drawn to scale. 11" x 17" size preferred.
<input type="checkbox"/> Building Permit Records	Provide copies of the building permit history for the structure. Microfiche records are available to print for free at the Permit Services Counter at 3200 Cedar Street 2 nd Floor, Everett, WA 98201, M-F 7:30am-noon & 1-4pm. Please come at least 30 minutes prior to closing.

Narrative Statement

All applications must answer the following questions in order for the Planning Director to evaluate your request for Reasonable Accommodation. Please number your responses to each question.

1. State the number of unrelated persons that currently reside on the property.
2. State the number of persons that you are proposing to allow to reside on the property.
3. State how the individual(s) for whom the accommodation is sought is (are) eligible as a handicapped individual under the FHA and explain why the accommodation is necessary.
4. State the number of vehicles to be parked on-site or on-street by the occupants.
5. State the anticipated number of visitors to the site.
6. Provide a copy of any written guidelines that describe any policy regarding the maximum number of individuals that may reside on the property.

7. State and explain the actual and/or expected frequency of tenant turnover, including how long the occupants typically will reside on the property.
8. Identify and explain the admission criteria for persons to be eligible to reside on the property. Describe all policies and procedures used to ensure that the admission criteria are met before an individual is allowed to move onto the property, and followed during the individual's term of residency to ensure compliance with your eligibility requirements. Please provide a copy of any documents that describe such criteria, policies or procedures.
9. Describe all on-site congregate dining or other common living areas in the property, such as kitchens, dining rooms and living/family rooms.
10. Describe any agreements you have with individuals that reside on the property, including whether rental leases are required for each unrelated individual.
11. Describe any policies or procedures generally applicable to individuals who reside on the property, including rules about the number of vehicles parked on the property or other "house rules." Provide a copy of any written policies or procedures that residents must follow.

<input type="checkbox"/> Reasonable Accomodation Covenant	<p>If the reasonable accommodation request is granted, a Reasonable Accomodation Covenant must be recorded on title of the subject property. After recording, return original covenant to project planner.</p>
<input type="checkbox"/> Submit Application with this checklist either in <u>person</u> or by <u>mail</u>. Please email any documents you may have in a PDF format.	<p>In Person: City of Everett Public Works Building, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201</p> <p>By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p> <p>After submittal, email documents to planning@everettwa.gov Note the type of application in the subject line.</p>



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
LAND USE APPLICATION

• **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) _____

Zoning _____ Comprehensive Plan Designation _____

• **Brief Description of Project** _____

• **Name of the planner who conducted or waived the Pre-Application meeting** _____

• **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 _____

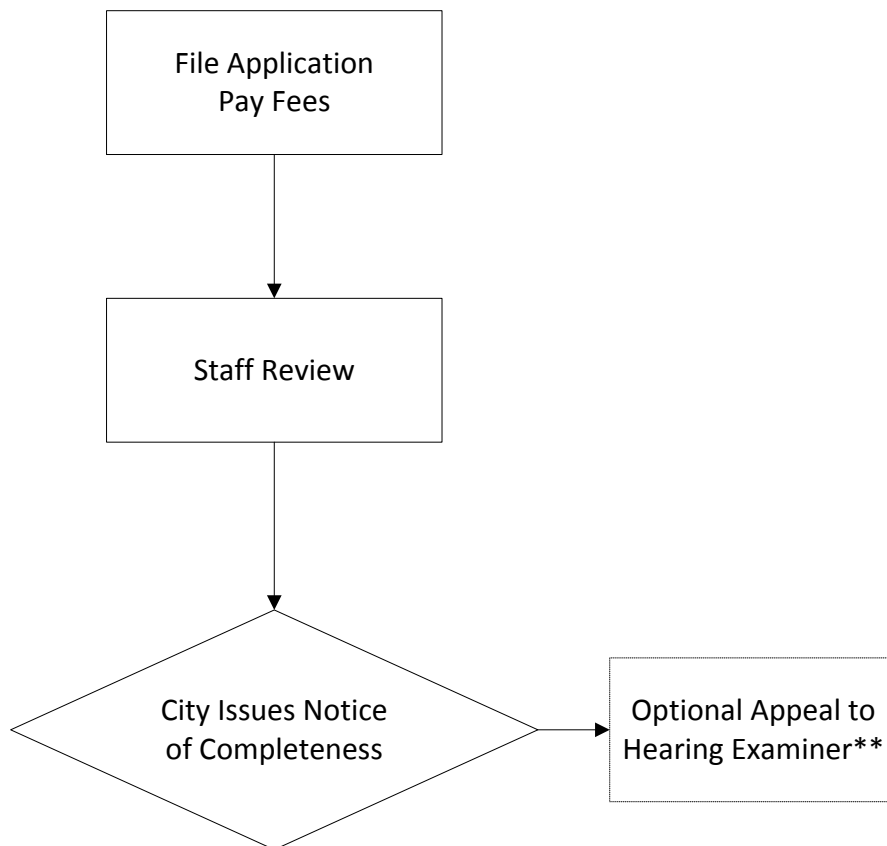
Please print name _____ Owner Applicant Primary Contact

City and State where this application is signed _____, _____

City _____ State _____

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

**REVIEW PROCESS I
FLOW CHART**



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

GENERAL SITE PLAN CHECKLIST

(For City of Everett Land Use Applications except subdivisions, short subs, binding site plans and boundary line adjustments.)

Note: A survey to verify setbacks or height may be required for a proposed project. Please speak with a Planner to see if your project may require a survey.

Site Plans for Pre-application Meetings: If preparing a site plan for a pre-application meeting, 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.)

Site Plans for Application Submittals: Specific information must be shown on the site plan. This information will vary, depending upon the type of proposal and the specific site features.

All Site Plans:

- North arrow, scale, and date drawn.
- Lot dimensions.
- 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 (such as proposed or existing billboards).
- 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 major proposed utilities - sewer, water, gas, electricity.
- Location of fire hydrants.
- Adjacent land uses and approximate location of structures. (Required for rezones, special property use permits, expansion of non-conforming building or uses, variances, and shoreline permits.)
- Location of proposed off-street parking.

Multiple Family Development:

- 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 in the public right-of-way.
- On-site driving aisles, off-street parking layout, internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Features that make the site transit-friendly (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). 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:

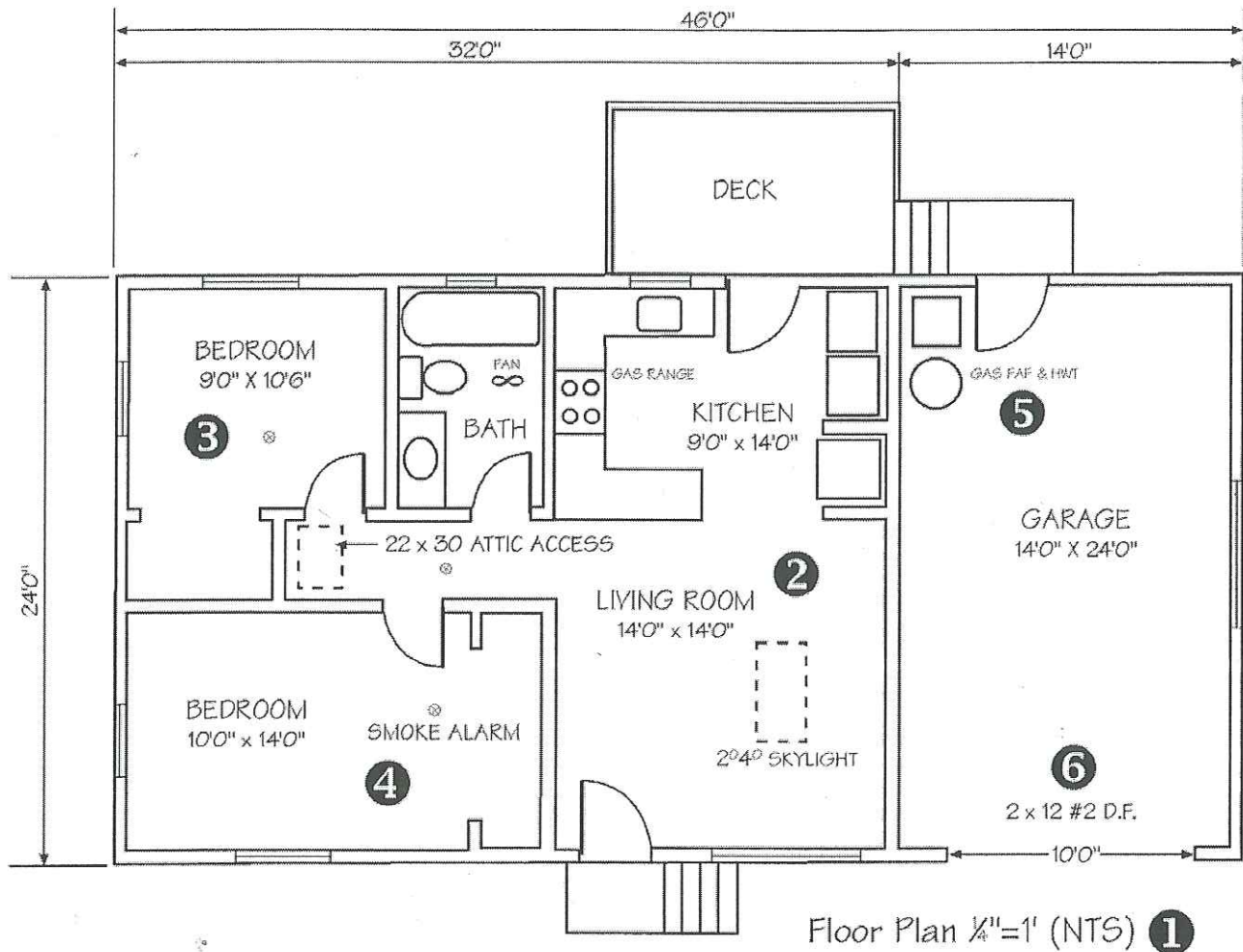
- Percent of lot coverage by buildings. See the Use Standards Table to determine if this is applicable to your proposal.
- Location of existing and proposed driveway access to the site, adjacent to the site, and across the street.
- Public right-of-way dimensions.
- On-site driving aisles, off-street 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 (see Section 39.165 of the Zoning Code and the SNO-TRAN publication *A Guide to Land Use and Public Transportation*). 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.
- Wetlands and their buffers within 225 feet of the project site. Surveyed wetland delineation flag numbers must be included on the plans.
- Type Ns and Np streams and their buffers within 60 feet of the project site. Note that the ordinary high water mark or top of bank of the stream must be shown, rather than the centerline.
- Type F streams and their buffers within 200 feet of the project site. Note that the ordinary high water mark or top of bank of the stream 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.
- Lakes and ponds less than 20 acres in size and their buffers within 110 feet of the project site (ordinary high water mark).
- Significant biological areas of local importance within 300 feet of the project site, including Malsby 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 associated or in conjunction with one or more of the sensitive elements listed above.
- Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the critical areas listed above.
- 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. (If this applies to your proposal, see the Shoreline Permit application for details regarding site plan requirements.)
- Proposed critical area and buffer impact and mitigation areas. (See requirements in Administrative Guidelines.)

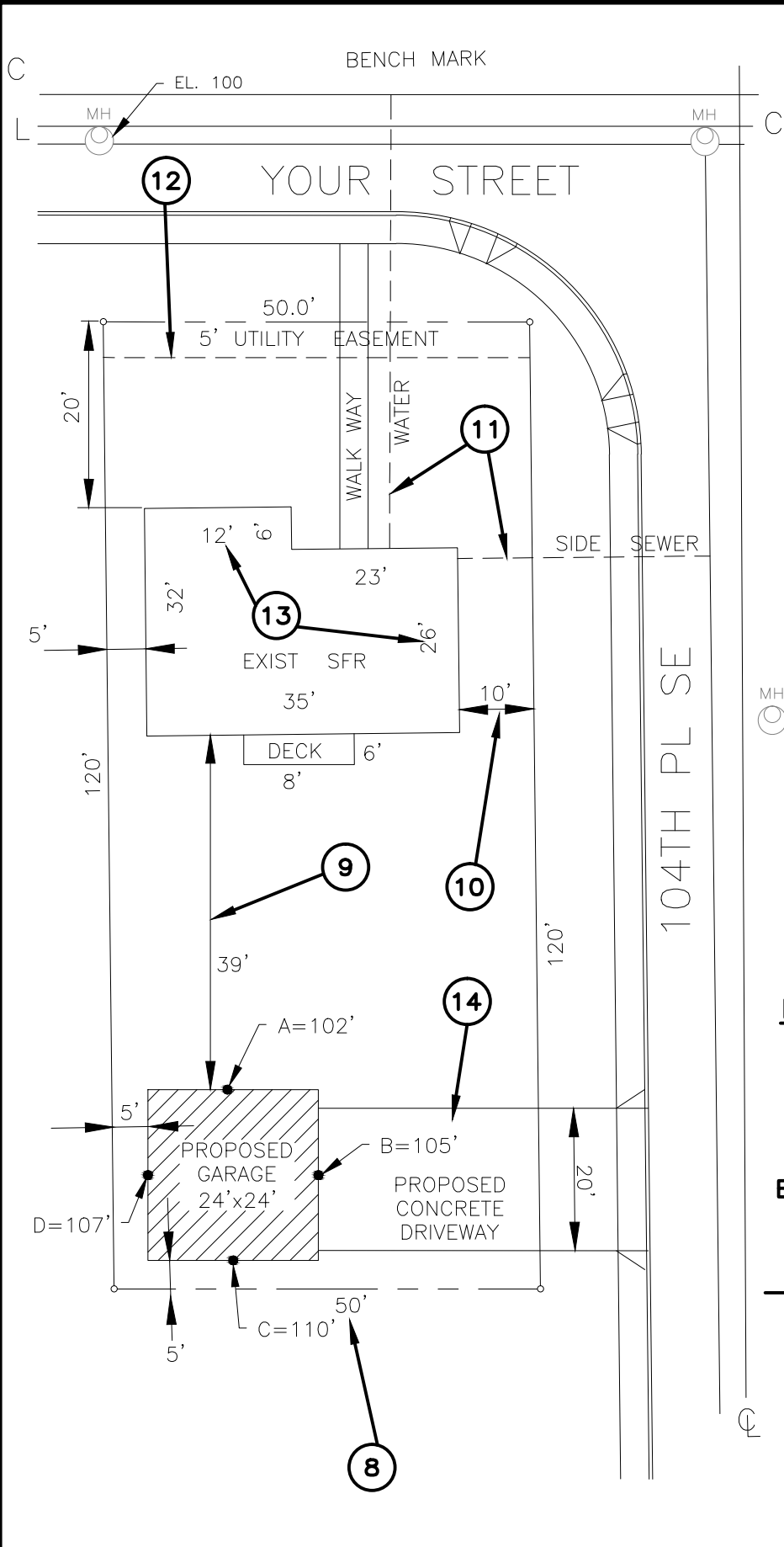
Floor Plan



The floor plan is a detailed map of the new work in your project, and sometimes parts of the existing building, too. We suggest you use the scale $\frac{1}{4}''=1'$ foot, and include the following:

- ① A separate plan for each floor level where any work will occur.
 - ② All walls, windows, doors, skylights, steps, decks, landings, patios, plumbing fixtures, fireplaces, woodstoves, furnaces, laundry equipment, and other appliances.
 - ③ Use and dimension of each room, such as bedroom, living room, walk-in closet, and so on.
 - ④ Location of all smoke detectors, vent fans, and access to the attic.
 - ⑤ The fuels that various appliances will use, such as electric dryer, gas range, propane furnace, or gas log fireplace.
 - ⑥ Show dimensions and specify all headers and beams
7. Include window sizes

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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'
<hr/>
424 ÷ 4 = 106' AVERAGE
(BASE ELEV.)
+ 15' ALLOWED
<hr/>
121' = MAX HEIGHT

LOT COVERAGE BY BUILDING:

LOT SIZE 6000

EXISTING HOUSE	902
PROPOSED GARAGE	576 S.F.
	<hr/>
	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:



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)