



CITY OF EVERETT

Community, Planning, & Economic Development Department
 Planning Division

ADMINISTRATIVE MODIFICATION OF SIGN STANDARDS APPLICATION

(REVIEW PROCESS II)

INSTRUCTIONS → Submit the following items listed in the checklist below. This application is for proposed deviations from the sign standards of Chapter 36 of the Zoning Code. Refer to EMC 19.36.020.D for a listing of sign standards that may be modified.

<input type="checkbox"/> 1)	Fee	See current <i>Fee Schedule</i> posted online. Non-refundable and payable by check, credit card or cash upon application.
<input type="checkbox"/> 2)	Pre-Application Meeting	A <i>Pre-application Meeting</i> is required prior to this application unless waived by the Planning Department. PreApp#_____.
<input type="checkbox"/> 3)	Land Use Application	Submit one . The Land Use Application form must be filled out completely and signed by the owner, applicant, or primary contact.
<input type="checkbox"/> 4)	Narrative Statement (All applications must be accompanied by a typed narrative statement.)	Describing how the proposal is consistent with the following criteria: 1. The modification request is due to unusual conditions related to sign visibility needs for a specific building or lot . Unusual conditions may include buildingsize , sign location and distance from the street ; 2. The modification will not create a traffic or pedestrian safety hazard; 3. The modification will not adversely impact adjacent properties; 4. The proposed sign or signs are part of an integrated design for the site that includes building design, landscaping and other site improvements; 5. The proposed modification will not create visual clutter or distract motorists; and 6. The size and scale of the proposed signage are compatible with the character of the surrounding area.



2930 Wetmore Ave, Ste 8-A
 Everett, WA 98201



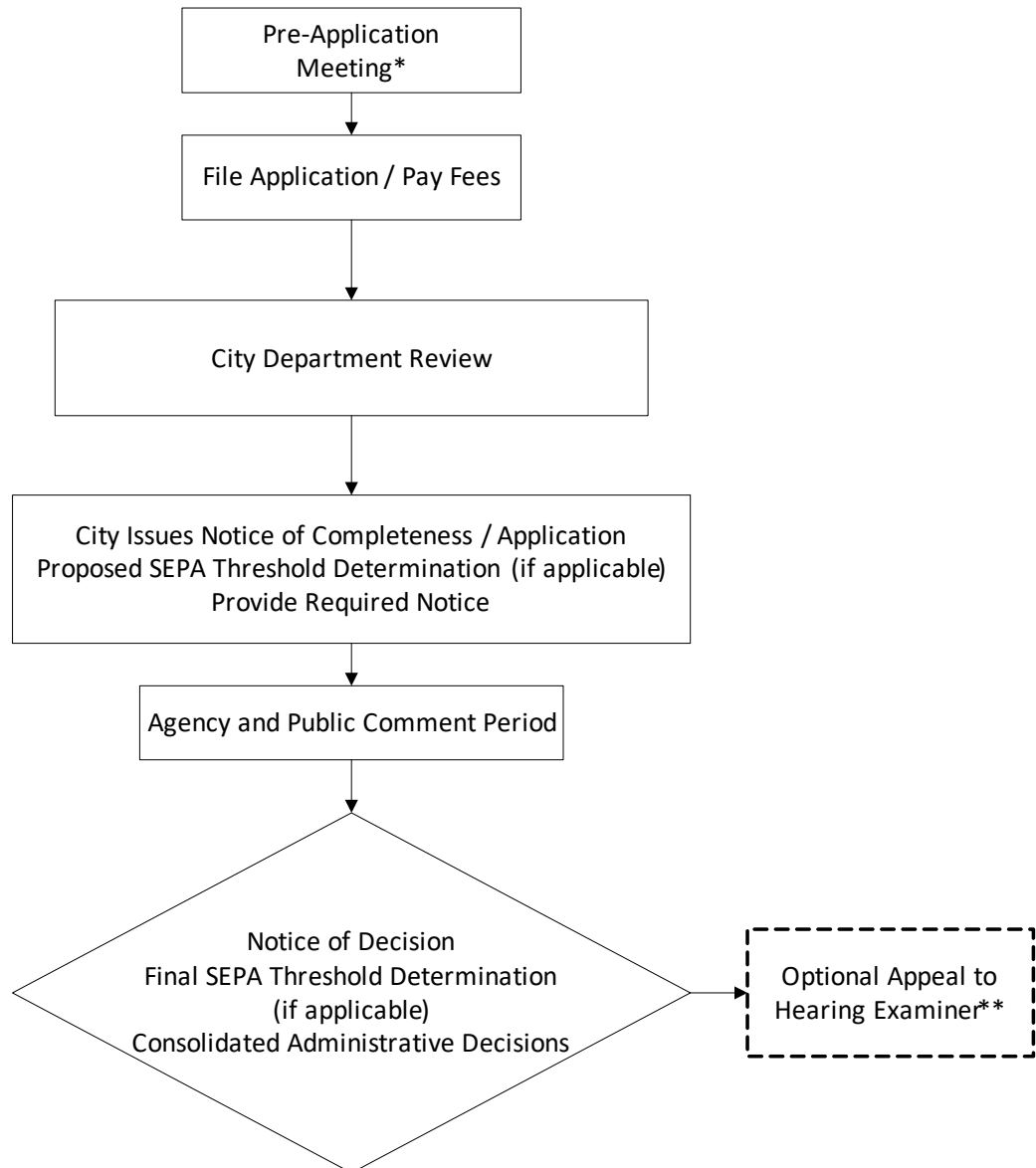
425.257.8731
 425.257.8742 fax



planning@everettwa.gov
 everettwa.gov

□ 5)	Site Plan and Elevation Drawings	Must be drawn in accordance with the <i>Site Plan Submittal Checklist for Signs</i> . Provide 20 copies of a site plan and elevation drawings no larger than 11" x 17" . Copies must be legible and drawn to scale. Speak to a Planner to see if an electronic submittal is an option for your project.
□ 6)	Mailing List	Must be completed per the Mailing List Instructions for Review Process II . Email the mailing list in Excel Format to planning@everettwa.gov .
□ 7)	Submit the application →	<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>Electronic Submittal Option: Speak to a Planner to see if an electronic submittal is an option for your project. We can send you an FTP upload link to upload your files. Email us to obtain the link.</p>

**REVIEW PROCESS II
FLOW CHART**



* The Preapplication Meeting may be waived by the Planning Director.

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



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:

MAILING LIST INSTRUCTIONS

REVIEW PROCESS II

Why is a mailing list required?

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

Who is required to be on the Excel mailing list? All owners of properties that are within **150 feet** of the subject property.

Where do I get an Excel mailing list?

An Excel mailing list may be obtained from either:

- 1) Snohomish County Assessor's Office (assessor.snoco.org or 425.388.3433)
- 2) or any Title Company

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.

Format?

All mailing lists should be created in an Excel spreadsheet document (see example below).

How do I submit?

- 1) Submit the Excel list by email to: planning@everettwa.gov (Include address in subject line.)
- 2) Print out the sent email, the Excel mailing list and a map showing all included properties and submit with your application.

Example of the Excel Spreadsheet Format

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



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SITE PLAN SUBMITAL CHECKLIST FOR SIGNS

Provide the following information on a maximum 11"X17" sheet of paper. The site plan or aerial photo must be an engineering or architectural scaled plan view (e.g. 1" = 20' or 1/4" = 1').

Provide two copies of a **Site Plan or Aerial Photo** that shows the:

- Name of the business, street address, north arrow, scale, and date drawn.
- Lot and building dimensions.
- Location of the proposed and existing freestanding sign structures and their setbacks from the lot lines.
- Dimensions of the protective landscaped island around the base of the proposed freestanding sign.
- Location of the proposed and existing signs on the building.

Provide two copies of an **Elevation Photo or Drawing** that shows the:

- Height of the proposed and existing freestanding sign structure.
- Height, width, and square footage of all proposed and existing signs.
- Height and width of the façade of the building that the sign will be placed on.
- Location of the proposed and existing signs on the building façade.
- Vertical clearance above grade if the sign is projecting.



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