



PREAPPLICATION MEETING REQUEST

ONLINE INSTRUCTIONS

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. Typically a project which triggers a SEPA land use review or land division will require a pre-application meeting. 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.

Step 1 - Apply online. Submit your application online by following the instructions below at <http://pw.everettwa.gov/>. No fees will be due at this time.

Step 2 - Staff will review your application for completeness. You will receive an email when your application has been accepted for further processing and to log back on and pay the fee online.




Step 3 - Pay fee online by logging back in to your user account. See [fee schedule](#).

Step 4 - You will be contacted by City staff to schedule the meeting. Meetings are scheduled at least 2-3 weeks after payment is made. City staff may require full size hard copies of the plans to be dropped off to the office depending on the project type. Your plans will be routed to various City departments for review.

Step 5 - Attend the scheduled meeting. Come prepared to describe the project, ask questions and to take notes. A City planner from the Planning Division will facilitate the meeting. City staff from Public Works, Building, Fire and Traffic Engineering will provide you with preliminary comments. Meetings are held on Tuesday mornings at the City of Everett Public Works located at 3200 Cedar St. 1st Floor, Everett, WA 98201. Check in at the front counter and please arrive 5 minutes before your scheduled meeting time.

Instructions for Applying Online

1. Verify your project requires a pre-application meeting. Call 425.257.8810 option #3 or email us. Typically any project which triggers a SEPA land use review or land division will require a pre-application meeting.
2. Setup an Account or Log In at <https://pw.everettwa.gov/>.
3. Click on *Apply* under the Land Use Projects header.
4. Read the DISCLAIMER and click, *I Agree* to continue.
5. Enter **PROJECT Type:** **PREAPPLICATION**
Enter **PROJECT Subtype:** Choose a subtype from the drop down list.
6. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon. A site plan will be required to be attached.

7. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
8. Enter *Your Relation to this Project*. Check all boxes that apply to you as the applicant. Checking the box will auto-fill the contact information with the information matching your account information (name, address, phone, email), saving you time and effort!
9. **REQUIRED Attachments. A site plan is required** and must be drawn in accordance with the *General Site Plan Checklist*. Upload your proposed **site plan** and any other documents to *Attachments*. Attachments may also include a project cover sheet or letter of questions, landscaping plan, building elevations, studies, i.e. drainage, wetland/stream, geotechnical, traffic, etc. A survey or other plans and site information helpful to evaluate your proposed project.
Click the  button.
10. Complete the *Applicant, Owner* and *Contact* information. Please complete all three fields, even if they are all the same. **The “Contact” will be the primary person we will contact regarding the application.**
Click the  button.
11. Review and edit your project information, if necessary, and Click . You will get a notice to pay once your application has been accepted for a meeting.

YOU WILL BE CONTACTED BY CITY STAFF TO SCHEDULE THE MEETING AFTER YOUR APPLICATION IS ACCEPTED AND YOU HAVE PAID ONLINE.

Need help? No problem.
Contact the Planning Division at 425-257-8731 or at planning@everettwa.gov.

Thank you for applying online!
Please let us know your experience applying online at planning@everettwa.gov.

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.)



**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)