

## NONCONFORMING USE CHANGE OR EXPANSION APPLICATION

**INSTRUCTIONS** → Submit the following items listed in the checklist below. If this checklist or any of the items below are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with EMC Title 15.

**NOTE:** A nonconforming use must be certified prior to applying for a change or expansion. An expansion request may be a Review Process I, II, or III depending on the size. See [EMC 15.02](#) for land use and project review procedures.

1) <input type="checkbox"/> <b>Fee</b>	Fees are noted in the <a href="#">Planning, Zoning and Land Use Fee Schedule</a> . Fees are non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> <b>Land Use Application</b>	The <a href="#">Land Use Application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Site Plan</b>	Must be drawn in accordance with the <a href="#">Residential Site Plan Checklist</a> or <a href="#">General Site Plan Checklist</a> . May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.
4) <input type="checkbox"/> <b>Narrative Statement</b>	For a Change request, provide a typed narrative statement addressing the 4 criteria from <a href="#">EMC 19.38.020</a> , subsection C. For an Expansion request, provide a typed narrative addressing the 10 criteria from <a href="#">EMC 19.38.020</a> , subsection D.
5) <input type="checkbox"/> <b>Mailing List</b>	If applicable, this must be completed per the <a href="#">Mailing List Instructions</a> . Notice is only required for Expansion requests greater than ten percent of land or building area. An expansion request greater than ten percent but less than or equal to twenty-five percent is subject to Review Process II. An expansion request exceeding twenty-five percent is subject to Review Process III.
<b>Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.</b>	<b>Online:</b> <a href="#">Online Submittal Instructions</a> <b>In Person:</b> City of Everett Public Works, Permit Counter 3200 Cedar St 2 <sup>nd</sup> Floor, Everett, WA 98201 <b>By Mail:</b> City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201

