



**CITY of EVERETT**  
**PLANNING and COMMUNITY DEVELOPMENT**  
**REZONE (SITE-SPECIFIC MAP) AMENDMENT**  
 (REVIEW PROCESS IIIB)

Use this application for Rezone map amendments ONLY when an amendment to the Comprehensive Plan is not required for a site-specific project without a development agreement. The Rezone map amendment is considered under Review Process IIIB.

**Submit or complete the following items listed in the checklist below. All documents may be submitted via email and/or on a CD; however, additional paper copies may be requested if needed.**

<input type="checkbox"/> <b>Fee</b>  <b>Total Fee: \$ _____</b>	See current <b>Fee Schedule</b> for SEPA and Rezone fees. Fees are non-refundable and payable by cash, check or credit card upon application intake.
<input type="checkbox"/> <b>Meeting with Long Range Planning Staff</b>	A meeting is encouraged prior to submitting this application with Long Range Planning Staff. To schedule a meeting call (425) 257-8731.
<input type="checkbox"/> <b>Application</b>	The <b>Rezone (Map) Application</b> must be filled out completely and signed by the owner, applicant, or primary contact. Submit <b>one</b> .
<input type="checkbox"/> <b>Map of Site and Surrounding Area</b>	Submit <b>one</b> copy of the Assessor's Map (or equivalent) showing the location. Maps are available from Snohomish County Assessor or Everett Planning Department. PDF's shall indicate what size paper will print to scale if submitting by email or CD. The copy must be legible.

**Narrative Statement and Comp Plan/ Zoning Information**

1) Prepare a written, typed statement addressing the applicable Rezone criteria. Submit **one** copy. See attached criteria.

2) Complete the following below:

Existing Comprehensive Plan Designation: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

**Adjacent Plan Designations**

**Adjacent Zoning**

North: \_\_\_\_\_

\_\_\_\_\_

South: \_\_\_\_\_

\_\_\_\_\_

East: \_\_\_\_\_

\_\_\_\_\_

West: \_\_\_\_\_

\_\_\_\_\_

**Environmental Checklist**

Must be filled out completely and accurately. Submit **one** signed copy. The current **Environmental Checklist** form can be found on DOE's website at:

<http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

**Notification List of Property Owners**

All property owners within 500 feet of the property subject to this action. Must be completed per the instructions for compiling the mailing list. See attached.

**Special Studies**

Traffic, Geotechnical studies, etc., if required by the Manager of Long Range Planning and Community Development. Provide **four** copies of each study with the application. For wetland and stream projects, also submit the AutoCad Project file by e-mail to: [planning@everettwa.gov](mailto:planning@everettwa.gov). For geotechnical reports, submit report by e-mail to the project planner.

**Submit Application with this checklist by email, in person or by mail. Please email any documents you have in pdf format.**

**By Email:** Email documents to [planning@everettwa.gov](mailto:planning@everettwa.gov). List type of application in the subject line.

**In Person:** City of Everett Public Works Building, Permit Counter  
3200 Cedar St., 2<sup>nd</sup> Floor, Everett, WA 98201

**By Mail:** Office of Community, Planning and Economic Development  
2930 Wetmore Avenue, Suite 8A  
Everett, WA 98201



# EVERETT REZONE (SITE-SPECIFIC MAP) APPLICATION

WASHINGTON

(Attach additional pages if needed)

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) \_\_\_\_\_

Legal Description (attach for rezone purposes) \_\_\_\_\_

Brief Description of Proposed Project if Rezone is Approved \_\_\_\_\_

• **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 \_\_\_\_\_

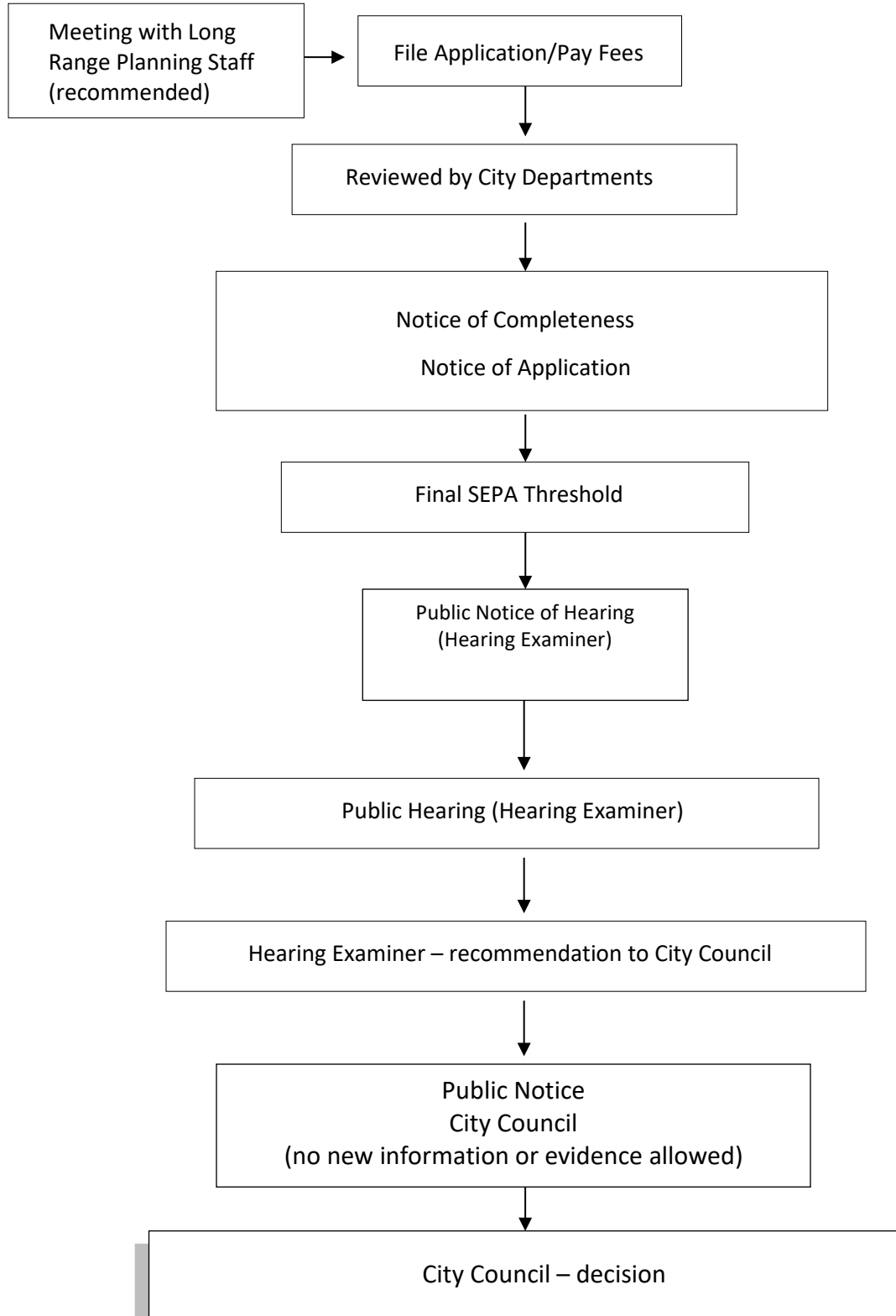
Please print name \_\_\_\_\_  Owner  Applicant  Primary Contact

City and State where this application is signed \_\_\_\_\_, \_\_\_\_\_  
City State

FOR OFFICIAL USE ONLY	
FILE #	_____
FEE \$	_____
RECEIPT #	_____

### Rezone Flow Chart – Review Process IIIB

Under review process IIIB, the Hearing Examiner holds a public hearing and makes a recommendation to the City Council, which will then make the final decision. The City Council's action is based upon the Hearing Examiner's record. No new information or evidence may be presented to the City Council.



## NARRATIVE STATEMENT – EVALUATION CRITERIA

All applications must be accompanied by a separate narrative statement describing how the proposal is consistent with the following criteria and applicable rezone type. Please note that this information is important for the City's evaluation of your Rezone (site-specific map) amendment.

### Rezone

Rezoning can be either site-specific non-project rezoning, with or without an amendment to the comprehensive plan, or site-specific project-based development agreement rezoning. This application is only for those rezoning where an amendment to the comprehensive plan is not required and where a site-specific project-based development agreement is not proposed.

In order to better understand the differences between the two rezoning processes, it is advised that you speak with Long Range Planning staff in advance of responding to this section.

The city may approve an application for a site-specific rezoning if it finds that:

- a. The proposed rezoning is consistent with the Everett Comprehensive Plan; and
- b. The proposed rezoning bears a substantial relation to public health, safety or welfare; and the proposed rezoning promotes the best long-term interests of the Everett community; and
- c. The proposed rezoning mitigates any adverse impact(s) upon existing or anticipated land uses in the immediate vicinity of the subject property.

### **(EMC 15.03.300(B))**

The applicant needs to attach a written narrative that demonstrates how their site-specific rezoning meets this criteria.

# MAILING LIST INSTRUCTIONS

## REVIEW PROCESS III

### 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 **500 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](mailto: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