

ADMINISTRATIVE USE PERMIT 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.

<p>1) <input type="checkbox"/> Fee</p>	<p>Fees are noted in the Planning, Zoning and Land Use Fee Schedule. Fees are non-refundable and payable by cash, check or credit card upon application.</p>
<p>2) <input type="checkbox"/> Preapplication Meeting</p>	<p>A Preapplication Meeting is required prior to submitting this application, unless waived by the Planning Department.</p>
<p>3) <input type="checkbox"/> Land Use Application</p>	<p>The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p>4) <input type="checkbox"/> Site Plan</p> <p>Your project may require building elevations and/or floor plans as necessary to review the application</p>	<p>Must be drawn in accordance with the Residential Site Plan Checklist or General Site Plan Checklist. 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.</p>
<p>5) <input type="checkbox"/> Narrative Statement</p>	<p>Provide a typed narrative statement addressing the 3 administrative use evaluation criteria from EMC 15.03.100.D and, if applicable, the specific use criteria from EMC 19.13.</p>
<p>6) <input type="checkbox"/> Mailing List</p>	<p>Must be completed per the Mailing List Instructions for Review Process II.</p>
<p>7) <input type="checkbox"/> Special Studies</p> <p>Biological Assessment, Critical Area, Traffic, Geotechnical, etc., as required</p>	<p>Submit each applicable study. The AutoCAD Project file delineating critical area features must be submitted to: planning@everettwa.gov. A drainage report is not considered a special study. Note: an <i>Environmental Checklist</i> may also be required. Please see the SEPA Application for details.</p>
<p>Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.</p>	<p>Online: Online Submittal Instructions In Person: City of Everett Public Works, Permit Counter 3200 Cedar St 2nd Floor, Everett, WA 98201 By Mail: City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p>

