



CHECKLIST FOR PRE-APPLICATION MEETING

CITY OF EVERETT PLANNING DIVISION

INSTRUCTIONS: Complete this form and submit all checklist items listed below to request a pre-application meeting.

REQUIRED SUBMISSION ITEMS		
To be completed by Applicant		Staff verification
1 <input type="checkbox"/>	Land Use Permit Application	<input type="checkbox"/> _____
2 <input type="checkbox"/>	Pre-application Meeting Question Sheet	<input type="checkbox"/> _____
3 <input type="checkbox"/>	Plan Set Packet	<input type="checkbox"/> _____
4 <input type="checkbox"/>	Plan Set Packet Checklist	<input type="checkbox"/> _____
5 <input type="checkbox"/>	The following additional items may be required, refer to the Plan Set Checklist: <input type="checkbox"/> Floodplain Elevation (FEMA FIRM) <input type="checkbox"/> Geological Hazardous Areas Assessment <input type="checkbox"/> Stream/Wetland Delineation and/or Report	<input type="checkbox"/> _____
6 <input type="checkbox"/>	Checklist for Pre-application Meeting (this sheet, completed)	<input type="checkbox"/> _____
7 <input type="checkbox"/>	Fee. See current Fee Schedule	<input type="checkbox"/> _____

Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person at the addresses listed below; however, digital files of all hard copies will be required to be submitted.

Online	Online Submittal Instructions	
By Mail	City of Everett Community, Planning, and Economic Development Department Planning Division 2930 Wetmore Avenue, Suite 8-A Everett, WA 98201	
In Person	City of Everett Public Works Permit Services Division 3200 Cedar Street, 2nd Floor Everett, WA 98201	For information on Permit Services hours of operation and submission procedures, please review their website .

If this checklist or any of the items listed above are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with [EMC Title 15.01](#).



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