**Land Use Application Cover Sheet**

**Instructions for Applicants**

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

**Specific Type of Land Use Application to be submitted (check all that apply):**

- [ ] Accessory Dwelling Unit
- [ ] Appeal
- [ ] Binding Site Plan
- [ ] Boundary Line Adjustment/ Lot Combination
- [ ] Conditional Use Permit
- [ ] Environmental Review (SEPA)
- [ ] Project Design Review
- [ ] Rezone/PUD
- [ ] Short Subdivision (Short Plat)
- [ ] Subdivision (Long Plat)
- [ ] Variance
- [ ] Wireless Communication Facility
- [ ] Other (please specify):
  - [ ] Comprehensive Plan Suggested Amendment
  - [ ] Comprehensive Plan Amendment

**Please Print or Type Legibly**

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>City:</td>
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<td>E-Mail:</td>
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<tr>
<th>Contact Person, if different:</th>
<th>Phone:</th>
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<td>Address:</td>
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<tr>
<th>Property Owner(s), if different:</th>
<th>Phone:</th>
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<td>Address:</td>
<td>Cell:</td>
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<td>Zip:</td>
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<td>E-Mail:</td>
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**Site Address(es):**

<table>
<thead>
<tr>
<th>Assessor Parcel Number(s) – (APNs):</th>
<th>Zoning:</th>
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<td>Comp. Plan Designation:</td>
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**Description of Proposal:**

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

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<tr>
<th>Signature of Applicant/Agent:</th>
<th>Date:</th>
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<table>
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A Shoreline Permit is required for any development activity in the shoreline area regulated by the City’s Shoreline Master Program. A Land Use Application for a Shoreline Permit is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. The Community Development Director may waive any of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and finding that the item is not necessary to review the application. Additional copies of certain items will be required later in the process. There are five types of permits:

- **Shoreline Exemption** from Substantial Development Permit. No supplemental applications are required. A list of exemptions can be found in Washington Administrative Code Chapter 173-27. Exemptions are still subject to US Army Corps of Engineers Section 10 or Section 404 Permits, and may be subject to a Shoreline Conditional Use Permit, Shoreline Variance, or Shoreline Minor Variance.

- **Shoreline Conditional Use Permit** is required for those uses listed as conditional in the adopted Shoreline Management Program. A Supplemental Shoreline CUP application is required.

- **Shoreline Substantial Development Permit** is required for any development where the total cost or fair market value exceeds the current threshold, as adjusted every five years by the Washington State Office of Financial Management (2007, 2012, etc.), or any development which materially interferes with the normal public use of the water or shorelines of the state. The current threshold amount can be found on the Washington State Department of Ecology Shoreline Master Programs webpage. A Supplemental Shoreline SDP application is required.

- **Shoreline Variance** and **Shoreline Minor Variance** are required for deviations from the adopted Shoreline Master Program’s dimensional standards (e.g. setback, height, or lot coverage). A Supplemental Shoreline Variance application is required. No use variances shall be approved.

This application is for a proposal in the designated:
- **Marine Environment**: All areas waterward of the ordinary high water mark.
- **High Intensity Environment**: All areas landward and within 200 ft. of the ordinary high water mark.

Total estimated project cost (fair market value): $ ____________________

**REQUIRED ITEMS**

1. Land Use Application Cover Sheet, with original signature(s).
2. A complete copy of any applicable Supplemental Shoreline Permit application.
3. Documentation of project cost, including labor and materials.
4. A written description of the proposal, including:
   A. A general description of the proposed use and activities necessary to accomplish the project;
   B. A description of the property as it now exists, including its physical characteristics and existing improvements and structures; and
   C. A description of the vicinity of the proposal, including identification of adjacent uses, structures and improvements, intensity of development, and surrounding...
REQUIRED ITEMS, CONTINUED

5. A site plan, drawn to a scale, showing:
   A. The date, scale, and north arrow;
   B. The township, section, range, longitude and latitude of the project location;
   C. The name of the adjacent water body, as well as the location of the ordinary high and low water marks. The biological and hydrological basis for the location of the water marks shall be noted;
   D. Existing boundaries of the site, including dimensions;
   E. Existing and proposed structures and other improvements, including fences, walls, retaining walls, bulkheads, rip rap, etc. with notes on height and composition;
   F. The location and design of parking and other impervious surfaces for the proposed use;
   G. All existing and proposed easements;
   H. All adjacent roads or other rights-of-way;
   I. Existing sensitive areas; and
   J. All structures, natural features, property lines and other improvements within 200 feet of the project site.

6. Photographs of the site.

7. A vicinity map, showing the location of the site in relation to nearby streets and properties.

8. A summary table of project statistics, including:
   A. Existing and/or proposed lot area;
   B. Setback from ordinary high water mark;
   C. Percent of lot coverage by structures;
   D. Percent of lot coverage by impervious surfaces;
   E. Volumes of expected excavation, fill, dredging, etc.;
   F. Number of existing and/or proposed residences, units, suites and/or buildings;
   G. Number of existing and proposed parking stalls;
   H. List of proposed uses and the area (sq. ft.) occupied by each; and
   I. Estimated number of residents and/or employees, and hours of operation.

9. A list of other permits which are required for the development of the property as known to the applicant at the time of submittal, including State and Federal permits. NOTE: Any proposal completely in or partially waterward of the ordinary high water mark will require JARPA approval.

10. A list of permits that are to be processed concurrently with this application.

11. If the project is to be developed or occupied in phases, a schedule for each phase.
REQUIRED ITEMS, CONTINUED

☐ 12. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.

☐ 13. A completed SEPA application, unless the project is categorically exempt from SEPA review.

☐ 14. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.

☐ 15. Application fee(s).

FEES  See LMC 3.104 or contact our office for current fee information.

NOTES  1. The approval of a Shoreline Permit Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.

2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code, the Washington State Shoreline Management Act and the currently adopted Lynnwood Shoreline Master Program. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.

3. An application may be amended only in writing.

4. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be “consolidated” upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.

☐ I/We hereby request consolidated review.

5. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.

6. In each application the burden of proof rests with the applicant, petitioner or proponent.

7. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We __________________________, owner(s) of the property commonly known as __________________________, do hereby apply for approval of Shoreline Permit for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: __________________________ Date: ________________

Please print name: __________________________
A Land Use Application for a Shoreline Substantial Development Permit is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. The Community Development Director may waive any of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to review the application. Additional copies of certain items will be required later in the process.

**REQUIRED ITEMS**

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. Completed Shoreline Permit application.
- 3. A written statement demonstrating compliance with the following decision criteria:
  - A. That the proposed use is consistent with the Lynnwood Shoreline Master Program;
  - B. That the proposed use is consistent with all applicable provisions of the Lynnwood Municipal Code; and
  - C. That the proposed use is consistent with the policies of RCW 90.58.020 and the WAC 173-27.
- 4. A copy of all recorded documents pertaining to the subject property.
- 5. Exterior elevations of all existing and proposed structures and site improvements.
- 6. Grading, drainage and/or dredging plan which includes existing and proposed site contours and the quantity, source, composition and destination of all excavated, fill, or dredged material.
- 7. Landscaping plan, showing existing and proposed landscaping and detailed information on the proposed species (scientific name, plant characteristics, native/non-native, etc.).
- 8. Tree retention and clearing plan prepared by a certified arborist, showing all significant trees and trees to be removed. A Tree Removal Permit may be required.
- 9. Utility plan showing all existing and proposed water, stormwater, and sewer improvements, fire hydrants, and other utilities (electric, telecommunications, etc.).
- 10. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.
- 11. Application fee(s).

**FEES**

See LMC 3.104 or contact our office for current fee information.

**NOTES**

1. The approval of a Shoreline Substantial Development Permit Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
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   ☐ I/We hereby request consolidated review.

5. Submittal of this application grants appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.

6. In each application the burden of proof rests with the applicant, petitioner or proponent.

7. Any Shoreline Substantial Development Permit which is issued and not utilized within two years from the effective date of the permit, or within such shorter period of time as may be stipulated by the City Council, shall expire and be of no further consequence. The Community Development Department Director may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration.

8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We ________________________________________________________________, owner(s) of the property commonly known as__________________________________________, do hereby apply for approval of a Shoreline Substantial Development Permit for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: __________________________ Date: ________________

Please print name: ____________________________________________
Property Owner: ____________________________________________________________
Contact Address: __________________________________________________________
Phone: __________________________________________________________________

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: ____________________________________________ APN: ____________
Legal Description: __________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Site Address: ____________________________________________ APN: ____________
Legal Description: __________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, ______________________________________, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _______________________________________, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____________________________ Date: _____________

Please print name: __________________________________________

STATE OF ____________________ )
COUNTY OF ____________________ ) ss.

I certify that I know or have satisfactory evidence that ________________________________________ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this ______ day of __________________ 20___.

NAME (print): __________________________________________
NAME (sign): __________________________________________

Notary Public in and for the State of ____________________________
Commission Expires: __________________________________________