



Snohomish County – Planning and Development Services

2nd Floor, Robert J. Drewel Building

3000 Rockefeller • Everett, WA • (425) 388-3311 • [www.snoco.org](http://www.snoco.org)


## FILING INSTRUCTIONS MASTER PERMIT APPLICATIONS

The following permit applications will be accepted **BY APPOINTMENT ONLY** by contacting **(425) 388 3311 x2790**

To obtain an appointment online, visit our website at [www.snoco.org/departments/pds](http://www.snoco.org/departments/pds)  
Click on Appointments under Permits

**Plats (Subdivisions)**  
**Short Plats (Short Subdivisions)**  
**Major/Minor Revisions and Alterations  
to Plats/Short Plats**  
**Conditional Use Permits**  
**Rezones**  
**Planned Residential Developments**  
**Shoreline Permits (all types)**

**Site (Development) Plans – Admin or Official  
Binding Site Plans**  
**Urban Centers Site Plan**  
**Commercial/Industrial/Multi-family  
Variances (including Administrative)**  
**Accessory Apartments and  
Temporary Dwellings**

 **Low Impact Development (LID):** Pursuant to SCC 30.63C.050, all applicants of permits listed above that propose Low Impact Development (LID) stormwater modeling credits or request a code modification or EDDS deviation to facilitate the use of LID BMPs are subject to a mandatory Pre-Application Meeting prior to filing of a Master Permit Application unless a pre-application waiver is obtained. Contact us for additional submittal forms.

**Chapter 30.66B Pre-submittal Conference:** All applicants of permits requiring a Chapter 30.66B Pre-submittal Conference must call **(425) 388-6440** to make arrangements. Please see associated Checklists to determine if a Pre-Submittal Conference is required.

Submittals by appointment will avoid long seasonal waits at the counter, provide an opportunity to clarify submittal requirements, and briefly answer questions at the time the appointment is made. A Project Manager will be available during the submittal appointment. It is our goal to provide thorough clarification of requirements and reduce the number of rejected or incomplete applications to enable an efficient review and timely completion of your application process.

## MASTER PERMIT APPLICATION

1.	Applicant	Contact Person (if different)
	Name: _____	_____
	Mailing Address: _____	_____
	City, State, Zip: _____	_____
	Phone #: _____	_____
	Fax #: _____	_____
	E-mail: _____	_____

2. Applicant's Interest to Property (check one):  
 Owner     Contract Purchaser     Lessee    Other(specify) \_\_\_\_\_

3. All Persons/Firms having an ownership interest in the property:

Name: _____	Phone: _____
Address: _____	Email: _____
Name: _____	Phone: _____
Address: _____	Email: _____
Name: _____	Phone: _____
Address: _____	Email: _____
Name: _____	Phone: _____
Address: _____	Email: _____

4. General location of property (including nearest intersection):    Sec \_\_\_\_ Twp \_\_\_\_ Range \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Attach legal description of property. (If recording of legal description is required, the format MUST comply with Recording Requirements.)

6. List all Property Tax Account Numbers involved in this application (all 14 digits). Attach separate pages if necessary:  
\_\_\_\_\_  
\_\_\_\_\_

7. Approximate acreage: \_\_\_\_\_    8. Present zoning: \_\_\_\_\_

9. Present use of property: \_\_\_\_\_

10. Source of water supply and name of water district, if any: \_\_\_\_\_  
Method of sewage disposal and name of sewer district, if any: \_\_\_\_\_

11. Permits requested from Snohomish County:

<input type="checkbox"/> Administrative Conditional Use	<input type="checkbox"/> Site Plan - Revisions	<input type="checkbox"/> Shoreline Management
<input type="checkbox"/> Binding Site Plan (BSP)	<input type="checkbox"/> Plat Modification	<input type="checkbox"/> Substantial Development
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Shoreline Variance
<input type="checkbox"/> Major Revision –	<input type="checkbox"/> Preliminary Short Plat	<input type="checkbox"/> Short Plat Modification
Conditional Use, Variance	<input type="checkbox"/> Rezone	<input type="checkbox"/> Special Use (CFJ)

Major Revision – Plat  
 Site (Development) Plan

Shoreline Management  
Conditional Use

Title 30 SCC Variance

12. Explain your request and ALL proposed uses included in this proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13 Drainage / LDA Information: Clearing  Grading  Other  \_\_\_\_\_

Is the proposal New Development (SCC 30.91N.044) Yes  No  , **or**

Is the proposal Redevelopment (35% existing impervious) (SCC 30.91R.070) Yes  No

Clearing in sq. ft. or acres: \_\_\_\_\_

Conversion of Native Vegetation to Lawn/Landscaped Areas in sq. ft. or acres: \_\_\_\_\_

Conversion of Native Vegetation to Pasture in sq. ft. or acres: \_\_\_\_\_

Grading Quantities in cubic yards: Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

Proposed Impervious Surface in sq ft:

New: \_\_\_\_\_ Replaced: \_\_\_\_\_ New, Plus Replaced Total: \_\_\_\_\_

**PLEASE FILL IN ALL APPLICABLE SECTIONS**

**FOR REZONES:**

14. Requested zoning: \_\_\_\_\_

15. Has anyone applied for a rezone of this property within the last five years? \_\_\_\_\_

If yes, who? \_\_\_\_\_ Year? \_\_\_\_\_

16. Preliminary project review meeting requested (if site development plan submitted): Yes  No

**FOR SUBDIVISIONS (PLATS):**

17. Plat Name: \_\_\_\_\_ Number of Lots \_\_\_\_\_

18. Previous Pre-Application Meeting? Yes  No  19. Modification requested? Yes  No

**FOR SHORT SUBDIVISIONS (SHORT PLATS):**

20. Number of Lots \_\_\_\_\_ 21. Duplex lots proposed? \_\_\_\_\_

22. Modification requested? Yes  No

23. Signature of Applicant(s): I hereby certify that the legal description of the land being divided and accompanying this application shows the entire contiguous land in which there is an interest by reason of ownership, contract for purchase, earnest money agreement, or option by any person, firm, or corporation in any manner connected with the development, or the applicant(s), and the names, addresses and telephone numbers of all such persons, firms, or corporations.

Signature of Applicant(s) \_\_\_\_\_

\_\_\_\_\_



