



Snohomish County – Planning and Development Services
2nd Floor, Robert J. Drewel Building
3000 Rockefeller • Everett, WA • (425) 388-3311 • 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
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 –
Conditional Use, Variance | <input type="checkbox"/> Preliminary Short Plat | <input type="checkbox"/> Short Plat Modification |
| | <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) _____

FOR SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT OR CONDITIONAL USE:

24. Total cost or fair market value (whichever is higher) of project (please state total value of all construction finishing work for which the permit will be issued, including all permanent equipment to be installed on the premises): \$ _____

25. Construction dates for which permit is requested (month & year): Begin: ___/___/___ End: ___/___/___

26. Does this project require a Shoreline/Floodplain location? If yes, please explain why:

27. Water Body: _____ Shoreline Environment Designation: _____

FOR VARIANCES (ZONING and SHORELINE):

28. Code requirement involved: _____

NOTE: Provide answers to Variance Supplementals

NOTE: ATTACH ADDITIONAL SHEETS IF NECESSARY FOR NOTARIZED SIGNATURES OF APPLICANTS AND/OR OWNERS

STATE OF WASHINGTON)
) ss
County of Snohomish)

I (We) _____, being duly sworn, depose and say that I am (we are) the APPLICANT(S) for this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief.

Signed _____
Applicant(s)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public in and for the State of Washington,
residing at _____

STATE OF WASHINGTON)
) ss
County of Snohomish)

I (We) _____, being duly sworn, depose and say that I am (we are) the OWNER(S) of the property involved in this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief.

Signed _____
Owner or Contract Purchaser

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public in and for the State of Washington,
residing at _____

