

NONCONFORMING CERTIFICATION CHECKLIST

USE, BUILDING, OR LOT

INSTRUCTIONS → Submit the following items listed in the checklist below. Please submit online via the [Online Permitting Portal](#).

[Online Submittal Instructions](#)

1) ☐ Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
2) ☐ Site Plan	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'.
3) ☐ For Nonconforming Use Certifications Only	If applicable, please review and complete the Nonconforming Use Questionnaire .
4) ☐ For Nonconforming Lot Certifications Only	If applicable, please review and complete the Recorded Transaction History form .
5) ☐ Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule and will be requested once the application has been deemed complete for intake review. Fees are non-refundable and payable by cash, check or credit card.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete for intake review" in accordance with [EMC Title 15.01](#).

*Hard copy (paper) Land Use applications are available for reasonable accommodations. Contact the Planner-on-Duty at 425-257-8731 or Planning@everettwa.gov for more information.