

SEPA CHECKLIST

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

The City's environmental policies are identified in [EMC 19.43](#). For additional SEPA resources, please refer to the Department of Ecology's [SEPA overview](#) and [WAC 197-11](#).

[Online Submittal Instructions](#)

1) ☐ Preapplication Meeting	A Preapplication Meeting is required prior to submitting this application, unless waived by the Planning Department.
2) ☐ Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) ☐ Site Plan Your project may require building elevations and/or floor plans as necessary to review the application	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'.
4) ☐ Environmental Checklist	Provide a completed and accurate Environmental Checklist utilizing the Department of Ecology's latest template.
5) ☐ Mailing List	Must be completed per the Mailing List Instructions .
6) ☐ Special Studies Biological Assessment, Critical Area, Traffic, Geotechnical, etc., as required	Submit each applicable study. Associated shapefiles may be submitted to GISPlanning@everettwa.gov . A drainage report is not considered a special study.
7) ☐ 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.