

## ZONING VERIFICATION CHECKLIST

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

[Online Submittal Instructions](#)

**1) ☐ Request Letter**

Provide a request letter or narrative identifying all questions you would like staff to address in the zoning verification letter. Include pertinent parcel and/or address data within your request.

**2) ☐ 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](mailto:Planning@everettwa.gov) for more information.