



CITY OF
BRIER
ESTD 1965

LAND USE APPLICATION

File Name: _____

File No(s): _____

Receipt No.: _____ Receipt Date: _____ Received By: _____ Amount: \$ _____

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment / Combination | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Critical Areas Review | <input type="checkbox"/> Secondary Dwelling Unit | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Landscape Plan Review | <input type="checkbox"/> Subdivision (Long Plat) | |

Please Print or Type Legibly

Site Address(es):			
Assessor Parcel Number(s) – (APNs):			
Zoning:		Comp. Plan Designation:	
Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Description of Proposal:			



I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. I understand that this application does not constitute approval of permits and/or work to be performed. I certify that I am or represent the owner and am acting with the owner's full knowledge and consent. I further understand that...

Initials

- _____ ... This application applies only to the property for which it is approved and is non-transferable.
- _____ ... Approval of an application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable standards or regulations. It is the responsibility of the owner / applicant to become aware of the requirements of the BMC. The approval of any plans does not guarantee that all provisions of applicable codes have been met.
- _____ ... The burden of proof rests with the applicant.
- _____ ... An application may be amended only in writing.
- _____ ... Submittal of this application grants the appropriate city officials the right of entry to the project site during reasonable hours.
- _____ ... Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.
- _____ ... It is the applicant's responsibility to request required inspections a minimum of twenty four (24) hours in advance at (425) 755-5440.
- _____ ... By submitting this application, I consent to pay any fees incurred for engineering or outside consultant review.

Signature of Owner/Agent: _____ Date: _____

Please Print Name: _____

FOR CITY USE ONLY		
Date	Action / Notes	Initials



ENVIRONMENTAL REVIEW APPLICATION

File No./Name: _____

Site Address: _____

Purpose of Checklist

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment.

The purpose of this checklist is to provide information to help you and the agencies identify impacts from your proposal (and to reduce or avoid impacts from the proposal, where possible) and to help the agency decide whether an EIS is required.

Instructions for Applicants

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. **Answer the questions fully and briefly, with the most precise information known, or give the best description you can.**

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determine if there may be significant adverse impact.

Use of the Checklist for Non-Project Proposals

SEPA defines non-project actions as governmental actions involving decisions on policies, plans, or programs that contain standards controlling use or modifications of the environment, or that will govern a series of connected actions. This includes, but is not limited to, the adoption or amendment of comprehensive plans, transportation plans, ordinances, rules and regulations (WAC 197-11-704). Complete this checklist and Supplemental Sheet for Non-Project Actions for non-project proposals, even though questions may be answered "does not apply." For non-project actions, the references in the checklist to the words *project*, *applicant*, and *property* or *site* should be read as *proposal*, *proposer*, and *affected geographic area*, respectively.

REQUIRED SUBMITTALS

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. One (1) original, signed, completed Environmental Checklist plus a Supplemental Checklist, if applicable.
- 3. Provide one (1) copy plus an electronic copy of each of the following plans and reports as applicable to your proposal, unless already provided with another application:
 - A. Site Plan;
 - B. Building Elevations and Floor Plans; and
 - C. Conceptual Stormwater Drainage and Grading Plan, including a drainage report.
- 4. Critical Areas Study, if required by Title 18 BMC.
- 5. Property owner addresses, map, envelopes and label sheet created using the "Instructions for Obtaining Property Ownership for Snohomish County."
- 6. One (1) set of reduced copies (no larger than 11x17") of all plans and oversized documents.
- 7. A notarized Affidavit of Ownership for all property owner(s), with original signatures.
- 8. Application Deposit: \$750

For Staff Use ONLY	
Verified	Waived



TO BE COMPLETED BY APPLICANT (EVALUATION FOR AGENCY USE ONLY)

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:

3. Address and phone number of applicant and contact person:

4. Date checklist prepared:

5. Agency requesting checklist: **City of Brier**

6. Proposed timing or schedule (including phasing, if applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain:

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. If yes, explain.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.



12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- A. General description of the site (check one):

Flat Rolling Hilly Steep slopes Mountainous
 Other:

- B. What is the steepest slope on the site (approximate percent slope)?

- C. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

- D. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

- E. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

- F. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

- G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

- H. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.



2. Air

- A. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

- B. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

- C. Proposed measures to reduce or control emissions or other impacts to air, if any.

3. Water

A. *Surface Water*

- i. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- ii. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

- iii. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- iv. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

- v. Does the proposal lie within a 100-year floodplain? If yes, note location on the site plan.

- vi. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.



B. *Ground*

- i. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

- ii. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

- iii. Water Runoff (including storm water):
 - (1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

 - (2) Could waste materials enter ground or surface waters? If so, generally describe.

- iv. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any.

4. **Plants**

A. Check types of vegetation found on the site:

- i. Deciduous trees: Alder Maple Aspen
 Other:

- ii. Evergreen trees: Fir Cedar Pine
 Other:

- iii. Shrubs:



iv. Grass:

v. Pasture:

vi. Crop or grain:

vii. Wet soil plants: Cattail Buttercup Bulrush Skunk cabbage
 Other:

viii. Water plants: Water lily Eelgrass Milfoil
 Other:

ix. Other types of vegetation:

B. What kind and amount of vegetation will be removed or altered?

C. List threatened or endangered species known to be on or near the site.

D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

5. Animals

A. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:

i. Birds: Hawk Heron Eagle Songbirds
 Other:

ii. Mammals: Deer Bear Elk Beaver
 Other:

iii. Fish: Bass Salmon Trout Herring Shellfish
 Other:



B. List any threatened or endangered species known to be on or near the site.

C. Is the site part of a migration route? If so, explain.

D. Proposed measures to preserve or enhance wildlife, if any.

E. List any invasive animal species known to be on or near the site.

6. Energy and Natural Resources

A. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

B. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

C. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental Health

A. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, which could occur as a result of this proposal? If so, describe.

i. Describe any known or possible contamination at the site from present or past uses.

ii. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.



- iii. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

- iv. Describe special emergency services that might be required.

- v. Proposed measures to reduce or control environmental health hazards, if any:

B. Noise

- i. What types of noise exist in the area, which may affect your project (for example, traffic, aircraft, equipment, operation, other)?

- ii. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

- iii. Proposed measures to reduce or control noise impacts, if any.

8. Land and Shoreline Use

- A. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

- B. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use?
 - 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversized equipment access, the application of pesticides, tilling and harvesting? If so, how:



- C. Describe any structures on the site.
- D. Will any structures be demolished? If so, what?
- E. What is the current zoning classification of the site?
- F. What is the current comprehensive plan designation of the site?
- G. If applicable, what is the current shoreline master program designation of the site?
- H. Has any part of the site been classified as a critical area by the city or county? If so, specify.
- I. Approximately how many people would reside or work in the completed project?
- J. Approximately how many people would the completed project displace?
- K. Proposed measures to avoid or reduce displacement impacts, if any.
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.
- M. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:



9. Housing

- A. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

- B. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

- C. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

- A. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

- B. What views in the immediate vicinity would be altered or obstructed?

- C. Proposed measures to reduce or control aesthetic impacts, if any.

11. Light and Glare

- A. What type of light or glare will the proposal produce? What time of day would it mainly occur?

- B. Could light or glare from the finished project be a safety hazard or interfere with views?

- C. What existing off-site sources of light or glare may affect your proposal?

- D. Proposed measures to reduce or control light and glare impacts, if any.



12. Recreation

- A. What designated and informal recreational opportunities are in the immediate vicinity?

- B. Would the proposed project displace any existing recreational uses? If so, describe.

- C. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

13. Historic and Cultural Preservation

- A. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

- B. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

- C. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

- D. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

- A. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.



- B. Is site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

- C. How many additional parking spaces would the project or non-project proposal have? How many would the project or proposal eliminate?

- D. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

- E. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

- F. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

- G. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

- H. Proposed measures to reduce or control transportation impacts, if any.

15. Public Services

- A. Would the project result in an increased need for public services (for example, fire protection, police protection, health care, schools, other)? If so, generally describe.

- B. Proposed measures to reduce or control direct impacts on public services, if any.



16. Utilities

A. Check utilities currently available at the site:

- Electricity Natural gas Water Refuse service Telephone
 Sanitary sewer Septic system
 Other:

B. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity, which might be needed.

I/We certify that the information provided in this environmental checklist, including all submittals and attachments, is true and correct to the best of my/our knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant/Agent: _____ Date: _____

Please Print Name: _____



D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

It is not necessary to use this sheet for project actions. Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?



Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.



CITY OF
BRIER
ESTD 1965

AFFIDAVIT OF OWNERSHIP

File No./Name: _____

Site Address: _____

Property Owner: _____

Contact Address: _____ **Phone:** _____

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form. Full legal descriptions may be attached separately.

Site Address: _____ **APN:** _____

Legal Description:

Site Address: _____ **APN:** _____

Legal Description:

Site Address: _____ **APN:** _____

Legal Description:

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____ Date: _____

Please Print Name: _____

STATE OF _____)

COUNTY OF _____)

) ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__.

NAME (print): _____

NAME (sign): _____

Notary Public in and for the State of _____

Commission Expires: _____



CITY OF
BRIER
ESTD 1965

INSTRUCTIONS FOR OBTAINING PROPERTY OWNERSHIP

Instructions for Applicants

Please read and follow all instructions on your application carefully. Most applications require notification of surrounding property owners in order to provide citizens the opportunity to review and comment on applications that may impact them. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner.

1. Contact the Snohomish County Assessor's Office:

In Person: 3000 Rockefeller Ave
1st Floor Administration East
Everett, WA 98201

By Phone: (425) 388-3433

Email: Jude Boothe, jude.boothe@snoco.org

* Note: The wait time varies by request type. Requests made in person will take approximately 30 minutes from the time of the request, and requests made by phone or email will take approximately 2-3 business days.

2. Request the property owner information for parcels within 300 feet of the subject parcel(s). You will need to provide both the parcel number(s) and the address(es).

3. The Assessor's Office can provide the information in two formats:

Option A: Hard Copy Labels, Address List, Map

* Note: Requests which generate a large number of label sheets may incur a charge.

Option B: Excel Database, Map

- Generate label sheet(s) using the Excel database.

4. Copy the label sheet(s).
5. Using the label sheet(s), create stamped and addressed legal-sized envelopes with no return address.
6. Submit the address list, map, envelopes and copy of the label sheet(s) with your application.