



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



CITY OF
BRIER
ESTD 1965

COMPREHENSIVE PLAN AMENDMENT

File Name: _____

File No(s): _____

APPLICATION DEADLINE: MARCH 31

An application for a **Comprehensive Plan Amendment** is complete when it is accompanied by the following items. Additional information may be required. No application shall be considered complete if any of the required information is missing. All proposals are assumed to have the maximum impact on the environment, public services, and public facilities unless otherwise stated.

Application Period

The City of Brier accepts applications for map and text amendments to the Brier Comprehensive Plan year-round, however applications are only processed once per year. Applications received by 5 PM on March 31 are processed in the same calendar year; applications submitted after March 31 are processed the following calendar year. Any interested person, organization, agency or business may submit suggestions, proposals, or requests to the City for changes to the Comprehensive Plan.

Emergency amendments, subarea plans and the capital facilities plan may be considered more frequently and independent of the annual amendments.

Process

- Staff review and report to City Council
- City Council initial review and public hearing; forwards amendments for further review to Planning Commission
- Planning Commission detailed review and public hearing; final recommendation to City Council
- City Council review and decision to approve, approve with modifications, or deny the proposed amendments

REQUIRED SUBMITTALS – BOTH MAP AND TEXT AMENDMENTS

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. Application Fee:
 - Citywide Text Amendment: \$0 for initial request, \$500 Deposit if docketed
 - Property-Specific Map Amendment: \$500 Deposit
- 3. One (1) copy of a written narrative, including:
 - A. A description of the proposed amendment;
 - B. An explanation of the rationale and need for the proposal;
 - C. A description associated development proposals, if any;
 - D. How the proposal is consistent with the provisions of the Growth Management Act (GMA – Chapter 36.70A RCW);
 - E. How the proposal is consistent with the Brier Comprehensive Plan and applicable regulations in the Brier Municipal Code;
 - F. How the proposal will help implement the goals and policies of the Brier Comprehensive Plan;
 - G. How the proposal promotes public health, safety, and welfare;
 - H. How the proposal complements surrounding land uses and/or the over balance of land uses within Brier;
 - I. How the proposal will impact the environment, public facilities, and public services; and
 - J. Proposed mitigation for impacts to the environment, public facilities and public services.
- 4. A completed SEPA application, including the “Non-Project Action” Supplemental section. Any previous environmental documents that are relevant to this project should be included and may be adopted by reference.
- 5. Any additional information needed to clearly describe the proposal, either voluntarily submitted or as required by the City to fully evaluate the request.
- 6. One (1) set of reduced copies (no larger than 11x17”) of all plans and oversized documents

For Staff Use ONLY	
Verified	Waived



ADDITIONAL REQUIRED SUBMITTALS – MAP AMENDMENT

- 1. Maps and related information showing the subject property(ies), existing uses and improvements, and the relationship to surrounding streets and properties.
- 2. The current and proposed Comprehensive Plan Designation.
- 3. The current and proposed Zoning Classification.
- 4. A complete rezone application, if docketed for further review by City Council.
- 5. Three (3) sets of property owner addresses, map, envelopes and label sheet created using the "Instructions for Obtaining Property Ownership for Snohomish County."
- 6. A notarized Affidavit of Ownership for all property owner(s), with original signatures.

For Staff Use ONLY	
Verified	Waived

ADDITIONAL REQUIRED SUBMITTALS – TEXT AMENDMENT

- 1. One (1) copy of the text proposed for amendment, showing deletions by ~~strike through~~ and additions by underline.
- 2. A list of other provisions for the Brier Comprehensive Plan and/or Brier Municipal Code that may be affected by the proposed text amendment.

FOR CITY USE ONLY	
Date	Action / Notes



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.