



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:			



CRITICAL AREAS REASONABLE USE EXCEPTION

File No./Name: _____

Site Address: _____

An application for a **Critical Areas Reasonable Use Exception** 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.

Applications are subject to a public hearing with the Planning Commission. Upon completion of the public hearing, the Commission will make a recommendation to City Council. The Council will approve, approve with conditions, or deny the application. The Council will specify a time period that the Reasonable Use Exception must be acted upon or the Reasonable Use Exception will expire.

REQUIRED SUBMITTALS – ALL REASONABLE USE EXCEPTIONS

- 1. Land Use Application Cover Sheet, with original signature(s) and Application Deposit: \$750.
- 2. A complete Critical Areas Review application.
- 3. A written summary of the proposal, including the goals of the proposal, and the relationship of the proposal to the use of adjacent properties.
- 4. Property owner addresses, map, envelopes and label sheet created using the "Instructions for Obtaining Property Ownership for Snohomish County."

For Staff Use ONLY	
Verified	Waived

REQUIRED SUBMITTALS – PUBLIC UTILITY REASONABLE USE EXCEPTIONS

- 5. A written statement that briefly and completely addresses the following decision criteria, together with any documents that support the written statement:
 - A. There is no other practical alternative to the proposed utility with less impact on the critical areas;
 - B. The application of Title 18 BMC would unreasonably restrict the ability to provide utility services to the public;
 - C. The proposal does not pose an unreasonable threat to the public health, safety, or welfare, on or off a development proposal site;
 - D. The proposal attempts to protect and mitigate impacts to the critical area functions and values consistent with the best available science; and
 - E. The proposal is consistent with other applicable regulations and standards.
- 6. Two (2) copies of a Temporary Erosion Sedimentation Control plan prepared by a qualified professional.

REQUIRED SUBMITTALS – ALL OTHER REASONABLE USE EXCEPTIONS

- 7. A written statement that briefly and completely addresses the following decision criteria, together with any documents that support the written statement:
 - A. The application of Title 18 BMC would deny all reasonable economic use of the property;
 - B. No other reasonable economic use of the property has less impact on the critical area;
 - C. The proposed impact to the critical area is the minimum necessary to allow for reasonable economic use of the property;
 - D. The inability of the applicant to derive reasonable economic use of the property is not the result of actions by the applicant after the effective date of this title, or its predecessor;
 - E. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;
 - F. The proposal will result in no net loss of critical area functions and values consistent with the best available science; and
 - G. The proposal is consistent with other applicable regulations and standards.



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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: _____



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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.