

**File Name:**

**File Number:**

**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"/> Accessory Dwelling Unit                   | <input type="checkbox"/> Environmental Review (SEPA)    | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                                    | <input type="checkbox"/> Project Design Review          | <input type="checkbox"/> Other (please specify): _____          |
| <input type="checkbox"/> Binding Site Plan                         | <input type="checkbox"/> Rezone/PUD                     |   |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Combination | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit                    | <input type="checkbox"/> Subdivision (Long Plat)        | <input type="checkbox"/> Comprehensive Plan Amendment           |
| <input type="checkbox"/> Variance                                  |   |   |

**Please Print or Type Legibly**

|  |        |      |                         |
|--|--------|------|-------------------------|
| <b>Applicant:</b>  |        |      | Phone:                  |
| Address:   |        |      | Cell:                   |
| City:  | State: | Zip: | Fax:                    |
| E-Mail:  |        |      |                         |
| <b>Contact Person, if different:</b>   |        |      | Phone:                  |
| Address:   |        |      | Cell:                   |
| City:  | State: | Zip: | Fax:                    |
| E-Mail:  |        |      |                         |
| <b>Property Owner(s), if different:</b>  |        |      | Phone:                  |
| Address:   |        |      | Cell:                   |
| City:  | State: | Zip: | Fax:                    |
| E-Mail:  |        |      |                         |
| <b>Site Address(es):</b>   |        |      | Zoning:                 |
| Assessor Parcel Number(s) – (APNs):  |        |      | Comp. Plan Designation: |
| <b>Description of Proposal:</b>  |        |      |                         |
| I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. |        |      |                         |
| Signature of Applicant/Agent: _____  |        |      | Date: _____             |
| Signature of Property Owner: _____   |        |      | Date: _____             |

# Rezone Application

File Name: \_\_\_\_\_

For City Use Only

File Number: \_\_\_\_\_

Date Stamp

A Land Use Application for a Rezone is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. The Community Development Director may waive any of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to analyze the application. Additional copies of certain items will be required later in the process.

## REQUIRED ITEMS

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. A full legal description of the property.
- 3. A written statement addressing whether the application complies with the following decision criteria:
  - A. The Rezone is substantailly related to the public health, safety, or welfare;
  - B. The Rezone is warranted because of changed circumstances or because of a need for additional property in the proposed land use zone classification or because the proposed zoning classification is appropriate for reasonable development of the subject property;
  - C. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning classification;
  - D. The Rezone has merit and value for the commuinity as a whole;
  - E. The Rezone is in accord with the Comprehensive Plan; and
  - F. The Rezone complies with all other applicable criteria and standards of the Lynnwood Municipal Code.
- 4. A site plan, drawn to scale, showing:
  - A. Date, scale and north arrow;
  - B. Existing and proposed rights-of-way and improvements;
  - C. Existing natural features;
  - D. Existing and proposed grades;
  - E. Existing and proposed utility improvements;
  - F. Existing and proposed structures and other improvements;
  - G. The location of parking for the proposed use; and
  - H. All structures, natural features and other improvements within 50 feet of the project site.
- 5. A vicinity map, showing the location of the site in relation to nearby streets and properties.
- 6. A summary table of project statistics, including site area, building coverage, coverage by impervious surfaces, required and proposed parking, etc.
- 7. Photographs of the site.

| For Staff Use ONLY |        |
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**REQUIRED ITEMS**

- 8. A list of other permits that are or may be required for the development of the property as known to the applicant at the time of submittal.
- 9. A list of permits that are to be processed concurrently with this application.
- 10. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.
- 11. A completed SEPA application, unless the project is categorically exempt from SEPA review.
- 12. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 13. Application fee(s).

| For Staff Use ONLY |        |
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| Verified           | Waived |
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**FEES** See LMC 3.104 or contact our office for current fee information.

- NOTES**
1. The approval of a Rezone Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
  2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.
  3. An application may be amended only in writing.
  4. Submittal of this application grants the Hearing Examiner and appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
  5. In each application the burden of proof rests with the applicant, petitioner or proponent.
  6. In processing any application for a change in zoning classifications, the City evaluates the adequacy of streets and other public facilities in relation to the proposed use. Unless the facilities are found already to be adequate to serve the area, the City may refuse to increase the intensity of use of the property and the concurrent increase in intensity of demands on public facilities, without first making provisions for adequate facilities to be provided by the applicant or his assigns. Therefore, the requested use may be denied unless you grant needed roadway or utility easements and rights-of-way.
  7. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be “consolidated” upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.
- I/We hereby request consolidated review.
8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We \_\_\_\_\_, owner(s) of the property  
commonly known as \_\_\_\_\_, do hereby apply for approval of a  
Rezone for the above-referenced property. I/We certify that the information provided in this application, including  
all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_