

**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"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                              | <input type="checkbox"/> Project Design Review (PDR)    | <input type="checkbox"/> Other (please specify): _____          |
| <input type="checkbox"/> Binding Site Plan                   | <input type="checkbox"/> Rezone/PUD                     |   |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <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"/> Environmental Review (SEPA)         | <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: _____





**NOTES**

1. Unless specifically included in the proposal, a Comprehensive Plan Amendment 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. *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.

3. 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.

4. An application may be amended only in writing prior to the Planning Commission’s recommendation to City Council.

5. Submittal of this application grants the 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.

6. In each application the burden of proof rests with the applicant, petitioner or proponent.

7. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

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:

\_\_\_\_\_