

Signature of Property Owner:

Land Use Series

Land Use Cover Sheet

File Name:

	File	Number:	
Instructions for Applicants Please read and follow all instructions of project, it is strongly recommended that you can advance in a timely manner. Every applitems, and a notarized affidavit of ownership Specific Type of Land Use Application to Accessory Dwelling Unit	speak with staff prior to lication must include this o (if applicable).	s submitting your s cover sheet, the	application to help ensure that processing
Appeal Appeal	☐ Project Design R		Other (please specify):
☐ Binding Site Plan	☐ Rezone/PUD	oviow (i Bit)	Guier (please speeliy).
Boundary Line Adjustment/ Lot Comb. Conditional Use Permit Environmental Review (SEPA) Please Print or Type Legibly	Short Subdivision Subdivision (Long Variance	•	Comprehensive Plan Suggested Amendment Comprehensive Plan Amendment
Applicant:			Phone:
Address:	T	T	Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:		1	Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs): Description of Proposal:			Comp. Plan Designation:
I/We certify that the information provided in the best of my/our knowledge.	this application, includi	ng all submittals	and attachments, is true and correct to
Signature of Applicant/Agent:			Date:

Date:



Request for Off-Site Parking

File Name:	 For City Use Only
File Number:	Date Stamp

A Request for Off-Site Parking allows required parking to be located on lots which are 300 - 1,000 feet away from the subject property.

A Land Use Application for a Off-Site Parking is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required. No application shall be considered complete if any of the required information is missing.

			For Staff Use ONLY	
RE	QU.	IRED ITEMS	Verified	Waived
	1.	Land Use Application Cover Sheet, with original signature(s).		
	2.	A site plan, drawn to a scale, showing:		
		A. The date, scale, and north arrow;		
		B. The boundaries of the property being served and the property which will contain the off-site parking;		
		C. Existing and proposed structures and other improvements on each property;		
		D. Existing and proposed parking;		
		E. Existing and proposed landscaping;		
		F. The pedestrian route between the two properties;		
		G. All existing easements;		
		H. All adjacent roads or other rights-of-way and improvements thereto, including but not limited to crosswalks, bicycle lanes, and transit stops;		
		I. Existing sensitive areas; and		
		J. All structures, natural features and other improvements within 50 feet of the properties.		
	3.	A <u>draft</u> easement meeting the requirements of LMC 21.18.200.A.		
	4.	Proof of ownership of both lots by a single entity or a <u>draft</u> legal contract between the owners of each involved property which meets the requirements of LMC 21.18.200.B.		
	5.	A sign plan which demonstrates compliance with LMC 21.18.200.D.		
	6.	. A lighting plan showing existing and proposed lighting in each parking lot and along the pedestrian route.		
	7.	A copy of all recorded documents pertaining to the subject property.		
	8.	Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.		
	9.	A completed Project Design Review application, unless the project is exempt.		
	10.	A completed SEPA application, unless the project is categorically exempt from SEPA review.		
		A complete, notarized Affidavit of Ownership for all property owner(s) of the involved properties, with original signatures.		
	12.	Application fee(s).		







FEES See LMC 3.104 or contact our office for current fee information.

NOTES

- 1. The approval of Off-Site Parking 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.
- 4. An application may be amended only in writing.
- 5. Submittal of this application grants 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.

and correct to the best of my/our knowledge.	
Signature of Owner:	Date:
Please print name:	

I/We certify that the information provided in this application, including all submittals and attachments, is true



Land Use Series

Affidavit of Ownership

	File Name: File Number:		
Property Owner:			
Contact Address:		Phone:	
express interest in additional pa	rcels involved i	ect property must complete this form. If the above property owner has an n the listed project than there is space provided for below, those parcel st be provided on further copies of this form.	
Site Address:		APN:	
Legal Description:			
Site Address:		APN:	
Legal Description:			
AFFIDAVIT OF OWNERSHIP -	To Be Compl	eted in the Presence of a Notary Public	
	-	eing duly sworn, depose and say that I am the owner of record of that	
certain real property identified a	s Snohomish C	county Parcel Number(s)	
		, and that the information provided in this	
application, including all submitt	als and attachn	nents, is true and correct to the best of my knowledge.	
Signature of Owner:		Date:	
			
Please print name:			
STATE OF)	I certify that I know or have satisfactory evidence that	
) ss.	is the person	
COUNTY OF)	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 S	tate of
Commission Expires:	