

**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: _____

**Subdivision Application**

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

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

**Proposed Plat Name:** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

**Site Address(es):** \_\_\_\_\_

I/We wish to subdivide our lot(s) into: \_\_\_\_\_ lots

**PRE-APPLICATION CONFERENCE**

Any property owner or developer who desires to subdivide land within the City of Lynnwood is strongly encouraged to consult with staff prior to submitting an application in order to become familiar with the requirements of Lynnwood Municipal Code (LMC) Title 19 – Subdivisions.

**PRELIMINARY PLAT APPROVAL**

A Land Use Application for a Subdivision 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. Additional copies of certain items will be required later in the process.

The applicant may request in writing that the preliminary plat be processed simultaneously with application for rezones, variances, planned unit developments, site plan approvals, and similar quasi-judicial or administrative actions as per RCW 58.17.070.

**ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED**

**REQUIRED ITEMS**

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. Two (2) copies of the preliminary plat prepared by a licensed surveyor registered in the state of Washington showing:
  - A. The date, scale, acreage, north arrow, vertical control datum, and the certification of the registered land surveyor. For sites under 2 acres, the scale shall be 1" = 50'. Sites over 2 acres shall have a scale of 1"=100';
  - B. The name of the preliminary plat, subdivision, or dedication;
  - C. The name and address of the owner(s), developer(s), and any other parties of interest;
  - D. The legal description of all affected tracts and legal descriptions of all proposed lots or dedications;
  - E. Snohomish County Assessor Parcel Numbers (APNs) for all affected tracts;
  - F. Boundary lines of the tracts to be subdivided, with the corresponding bearings and actual dimensions of the tract to be platted, subdivided, or dedicated;
  - G. The locations, widths, and designations of all existing or platted streets within or adjacent to the proposed development;
  - H. The locations, widths, and designations of all existing easements within or adjacent to the proposed development;

For Staff Use ONLY	
Verified	Waived





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

- NOTES**
1. The approval of a Subdivision 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 19-Subdivisions and 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 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. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.
  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. Staff strongly recommends that the applicant submit a written statement with the Preliminary Plat Application which responds to the factors that are considered during review of a preliminary plat. It is the applicant's burden to demonstrate conformance to the following factors as they now exist or as they may be amended until this application is deemed complete:

- A. The goals, policies and objectives of the Lynnwood Comprehensive Plan;
- B. The Lynnwood Comprehensive Parks and Recreation Plan;
- C. The Lynnwood Zoning Code;
- D. The standards of LMC Title 19 – Subdivisions, and RCW 58.17;
- E. The Lynnwood Comprehensive Street Arterial Plan;
- F. The Environmentally Sensitive Areas map and the City's Environmental Policies;
- G. The Lynnwood Water System Comprehensive Plan;
- H. The Lynnwood Comprehensive Trunk Storm Drainage Plan and LMC 13.40 Drainage Plans;
- I. The compatibility of the plat to the existing neighborhoods; and
- J. Any other plans and programs as the City of Lynnwood may adopt.

I/We \_\_\_\_\_, owner(s) of the property commonly known as \_\_\_\_\_, do hereby apply for permission to subdivide 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: \_\_\_\_\_

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**FOR CITY USE ONLY**

**PRELIMINARY APPROVAL**

Date Approved: \_\_\_\_\_

Field Checked: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINAL APPROVAL**

Date Approved: \_\_\_\_\_

Ordinance No.: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

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