

# REZONING (RECLASSIFICATION) SUBMITTAL CHECKLIST

Zones regulate what land uses are allowed in specific areas. Rezoning (or Reclassification) reclassifies a property from one land use zone to another zone. Rezoning may be combined with a Comprehensive Plan Amendment.

## Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid
- Prior to application, the applicant must meet with Community Planning staff to discuss the proposal, timelines, and application requirements. Contact [planning@lynnwoodwa.gov](mailto:planning@lynnwoodwa.gov) at least three weeks in advance of preferred meeting date to schedule.

## Submittal Requirements

### Plan Set (if available at the time of the rezoning application)

#### Cover Sheet(s)

- Plan Sheet Index
- Name of development
- Name, address, phone number and email address of person or firm that prepared the plan
- Date plan prepared and any revision dates
- Vicinity Map
- Legal Description of all properties
- Parcel Numbers for all properties
- Development Summary Chart including the following information:
  - Existing and proposed zoning
  - Existing and proposed future land use
  - Total land area in square feet and/or acres
  - Existing and proposed use(s) of each structure, if applicable
  - Existing total dwelling units and site density, if applicable
  - Existing lot coverage

#### Existing Site Plan / Survey

- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site
- Existing easements including drainage and access – Including all AFN (Recording Document)
- Existing structures and parking
- Setbacks of existing buildings

### Other Reports and Documents

- A title report less than 30 days old including Schedule B
- An application for Comprehensive Plan Amendment, if applicable