

REZONING (RECLASSIFICATION) CHECKLIST

Use this document to help you submit all the required documents for your permit

Rezoning Purpose (LMC 21.22.200): A reclassification of property is a mechanism by which the land use zone classification applicable to property can be changed to reflect such things as changed circumstances, new land use needs or new land use policies.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Check List](#) for naming conventions and other requirements
- **Prior to application, the applicant must meet with Community Planning staff to discuss the proposal, timelines, and application requirements**
 - Contact planning@lynnwoodwa.gov at least three weeks in advance of preferred meeting date to schedule.

Submittal Requirements

Land Use Application

- <https://www.lynnwoodwa.gov/Services/Apply-for-a-Permit/Planning-Zoning/Land-Use-Applications>

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 applicableExisting lot coverage
- 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