

LAND USE APPLICATION



PUBLIC NOTICE MATERIALS COMMUNITY & ECONOMIC DEVELOPMENT

18204 59 Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

INSTRUCTIONS

Provide the items in the following checklist. The amount of Mailing Materials is determined by the number of mailings required for a particular project, check with the Community Development Department prior to submitting for number of sets required.

Public Notice Materials are required when the following land use actions occur:

- Notice of Application
- SEPA Decision
- Notice of Neighborhood Meeting
- Notice of Public Hearing

The applicant is required to submit items #1-3 listed below with a land use application submittal.

The applicant is required to submit sets of envelopes following the mailing materials in #4 below depending on the type of permit application submitted:

- Zoning Permit: 1 set of envelopes
- Zoning Permit and Preliminary Minor Land Division Permits: 2 sets of envelopes
- Special Use Permit and Special Use Permit for Mixed Use Development: 2 sets of envelopes
- Conditional Use Permit and Conditional Use Permit for Mixed Use Development: 3 sets of envelopes
- Conditional Use Permit and Preliminary Major Land Division Permits: 3 sets of envelopes
- Shoreline Permits: 3 sets of envelopes
- Land Use Request Administrative: 2 sets of envelopes
- Land Use Requests Hearing Examiner or Land Use Requests City Council: 3 sets of envelopes

REQUIRED ITEMS:

- 1. Flash Drive of PDFs with Individual Documents of Each Item Listed Below ↓
- 2. Snohomish County Assessor's Quarter Section Map Including the Following:
 - Show Subject Property
 - Show 500 ft. Boundary
- 3. Current Owner List (of properties within 500ft. radius) Including the Following:
 - Tax Parcel ID Number(s)
 - Owner(s) Full Name(s)
 - Owner(s) Mailing Address(es)
 - Current Resident & Property Address (if property owner doesn't reside at the property)
- 4. Mailing Materials
 - Provide white #10 envelopes to include:
 - Postage affixed to envelopes
 - Return address labels affixed to envelopes:
 - City of Arlington, Community & Economic Development Department,
18204 59th Avenue NE, Arlington, WA 98223
 - Mailing address labels affixed to envelopes