



Planning & Community Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours
Monday - Friday
8:00am - 5:00pm
Plan Submittal
Accepted till 4:30pm

Planning & Community Development Director
Rebecca Ableman

Municipal Code
Available online:
www.codepublishing.com/WA/LakeStevens/

Certain permit applications require a public notice to be issued to alert interested parties to the project. The Permit Specialist can help you determine what noticing will be required for your project.

PUBLIC NOTICE MAILINGS:

- 1) A **radius map** should be prepared indicating all properties and their addresses within 300 feet of the project site, or 20 property owners (whichever results in more property owners being noticed) as measured from the exterior boundaries of the property involved in the proposed project (all parcels included). The map should be to scale (with scale) and include a north arrow, property boundaries (lot lines) and street names. (See attached example)
- 2) **Electronic copy** (CD or emailed) of all addresses in excel (.xls) format, prepared for property owners of all properties within and touching the radius line or for the 20 property owners (whichever results in more property owners being noticed), including the subject property. Any properties with multiple unit addresses should receive separate address for each unit for property owners (if owned separately). Property owners' names should be included on the CD for property owners and be based on the most current Snohomish County Tax Assessor information. The names and addresses shall be as follows:

<i>Tax Parcel #</i>	<i>Property Owner</i>	<i>Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
00012345678900	John Smith	456 Maple Ave #B	Lake Stevens	WA	98258

- 5) Submit a **copy of the mailing list** with a signed **affidavit of mailing list** indicating that they are true and correct and based upon the most current available data. (See attached affidavit)

SITE POSTINGS:

Lake Stevens Municipal Code 14.16A.225(b) Noticing Requirements requires the following posting:

- **On Site Posting:** At least one public notice board shall be posted on the site on each public right-of-way fronting on the site. The applicant is responsible for posting the on-site notice and submitting a signed affidavit of on-site posting with a photo of each on-site notice.
- **Public Posting:** A public notice shall also be posted on the official notice board at City Hall.
- **Special Posting for Major Land Use Actions:** In addition to the general notice requirements major land use actions shall comply with the following extraordinary signage requirements (see Section 14.16B315(d)(3)).

Additional Posting Requirements: Some land use actions require additional posting requirements. These will be listed under each permit type in Chapter 14.16B LSMC.

Posting of site shall occur: On-site notices shall be posted within 14 days from the date of Application or 10 days prior to the public hearing. The applicant shall sign an affidavit, stating that the sign(s) were installed and the date and posting of property. Photos of each sign shall also be submitted with the affidavit.

Sign Removal: Applicants are requested to return the posted signs to the City of Lake Stevens immediately following the required public comment period. Staff will inform the applicant of the day the signs may be removed. If previously posted sign(s) is not returned to the City of Lake Stevens, another \$50.00 fee will be assessed at this time.

Public Notice Requirements

AFFIDAVIT OF MAILING LIST

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.

I, _____, do hereby certify that the mailing list I have
(Please print)
provided with my land use application, _____,
(Project Name)
are true and correct and are based upon the most current available data and have been
prepared in accordance with the City's Public Noticing Requirements criteria.

Signed _____

Date _____