



## CHANGE OF USE SUPPLEMENTAL – TYPE I

Effective January 1, 2026, this document is no longer a requirement for the application; instead, it serves as a guide to the information needed to complete the Master Land Use Application in [Citizen Connect](#).

<b>Applicant</b>	Name/Company:		
	Address:	City/State/Zip:	
	Phone:	Applicant's relationship to owner:	
	Fax:	Email:	
<b>Property Info</b>	Site Address:		
	Assessor Parcel No:	Property Square Feet:	Acres:
	Land Use Designation:	Zoning:	
<b>Property Owner</b>	Name/Company:		
	Address:	City/State/Zip:	
	Phone:	Email:	
	Fax:		
<b>Business Info</b>	Business Name:	Parking stalls dedicated to business:	
	Size of tenant space (square feet):		
	Previous use of building or tenant space:		
	Proposed business type (detailed description):		
	Describe materials processed or sold?		
	Hours of operation?		

**You may not begin any activity** until a decision has been made, including the resolution of any appeal (LSMC 14.16A). Conditions or restrictions may be placed on your permit if it is approved. This application expires 180 days after the last date that additional information is requested (LSMC 14.16A.245)

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. By affixing my signature, I certify that I am the legal owner of the property for which this application is issued or an authorized agent of the owner.

**Applicant**

**Property Owner**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**APPLICANT REQUIRED SUBMITTAL MATERIALS:**

- ✓ Floor Plan to scale, with dimensions
- ✓ Site plan to scale:
  - Parking layout including ADA
  - Building location with setbacks from property line

- Permits from other agencies may be required, such as the Sewer District, PUD Water, Health District, etc.
- Separate permits for Tenant Improvements and/or Signs may be required.

<b>FOR CITY USE ONLY</b>			
<b>INSPECTIONS/APPROVALS</b>			
<b>PLANNING:</b> <span style="float: right;"><input type="checkbox"/> Approved    <input type="checkbox"/> Not Approved    <input type="checkbox"/> N/A</span>			
Signature: _____ Date: _____			
Criteria 14.16C.030(f): (1) Hours of operation - <input type="checkbox"/> Meets (2) Materials processed or sold - <input type="checkbox"/> Meets (3) Required parking - <input type="checkbox"/> Meets # Required _____ (4) Traffic generation - <input type="checkbox"/> Meets (5) Impact on public utilities - <input type="checkbox"/> Meets (6) Clientele - <input type="checkbox"/> Meets (7) General appearance and location - <input type="checkbox"/> Meets			
Comments: _____ _____			
<b>BUILDING:</b> <span style="float: right;"><input type="checkbox"/> Approved    <input type="checkbox"/> Not Approved    <input type="checkbox"/> N/A</span>			
Signature: _____ Date: _____			
Comments: _____ _____			
<b>FIRE:</b> <span style="float: right;"><input type="checkbox"/> Approved    <input type="checkbox"/> Not Approved    <input type="checkbox"/> N/A</span>			
Signature: _____ Date: _____			
Comments: _____ _____			
<b>ENGINEERING/PUBLIC WORKS:</b> <span style="float: right;"><input type="checkbox"/> Approved    <input type="checkbox"/> Not Approved    <input type="checkbox"/> N/A</span>			
Signature: _____ Date: _____			
Comments: _____ _____			
<b>Change of Use Issue Date:</b>		<b>C of O Issue Date:</b>	

**NOTE ON ENTERING PROPERTY**

The City of Lake Stevens may enter onto the property, which is the subject of this application, during the hours of 7:00 a.m. to 5:00 p.m., Monday – Friday for the sole purpose of inspecting the limited area of the property, which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the City employees or agents will contact applicant verbally or in writing at least 24 hours before entering.