



Public Notice Requirements

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/

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).

3) 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:

ADDRESS EXAMPLE:

<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

4) Submit a *copy of the mailing list* for the project file.

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

6) You will be billed for the actual cost of printing, processing and mailing charged by the US Postal Service.

To summarize, the following items must be submitted:

- 300' radius map; if less than 20 property owners, highlight 20 properties.
- Electronic copy of mailing labels in Excel(.xls) format (see Public Notice Requirements)
- Hard copy of the mailing list
- Signed affidavit of mailing list

SITE POSTINGS:

If your project requires on-site postings, The City will prepare the sign(s), but the property owner has the responsibility for posting the signs, see the Public Notice Signs handout.

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.

AFFIDAVIT OF MAILING LIST

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 _____