

# Land Use Application Cover Sheet

For City Use Only

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

## Instructions for Applicants

**Please read and follow all instructions on your application carefully.** If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

### Specific Type of Land Use Application to be submitted (check all that apply):

- |                                                                    |                                                         |                                                                 |
|--------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Accessory Dwelling Unit                   | <input type="checkbox"/> Environmental Review (SEPA)    | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                                    | <input type="checkbox"/> Project Design Review          | <input type="checkbox"/> Other (please specify): _____          |
| <input type="checkbox"/> Binding Site Plan                         | <input type="checkbox"/> Rezone/PUD                     |                                                                 |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Combination | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit                    | <input type="checkbox"/> Subdivision (Long Plat)        | <input type="checkbox"/> Comprehensive Plan Amendment           |
|                                                                    | <input type="checkbox"/> Variance                       |                                                                 |

### Please Print or Type Legibly

<b>Applicant:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Contact Person, if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Property Owner(s), if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Site Address(es):</b>			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
<b>Description of Proposal:</b>			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____





or submits to the city a complete building permit application for the proposed development (LMC 21.25.165). The Community Development Department Director may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration. The applicant must substantially complete construction for the development approved under Project Design Review and complete the applicable conditions listed in the decision within five years of the date of the final decision (LMC 21.25.165).

4. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.

5. An application may be amended only in writing.

6. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be “consolidated” upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.

I/We hereby request consolidated review.

7. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.

8. In each application the burden of proof rests with the applicant, petitioner or proponent.

9. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We \_\_\_\_\_, owner(s) of the property commonly known as \_\_\_\_\_, do hereby apply for approval of Project Design Review for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_



# Project Design Review Applicant Checklist – City Center

File Name: \_\_\_\_\_

For City Use Only

File Number: \_\_\_\_\_

Date Stamp

**Please read and follow all instructions carefully. Thorough completion of this checklist will assist in processing your application in an efficient manner.**

Project Design Review (PDR) is required for multiple-family, commercial, industrial and other nonresidential projects. This checklist provides the full written text of each design guideline and must be completed and submitted with the PDR Application.

Some guidelines use the word “shall” while others use the word “should.” The “shall” statements are absolutely mandatory and offer relatively little flexibility unless choices are provided within the statement itself. Mandatory elements are indicated on this checklist **in bold** and with an “M.”

Guidelines using the word “should” must be satisfied but are meant to be applied with some flexibility. The City is open to design features that are equal to or better than the guideline as stated. The Community Development Director may approve departures from guidelines with “should” statements, pursuant to LMC Section 21.25.150, upon written request by the applicant and a finding that the proposal provides equivalent or superior results to the original guideline.

Read the text carefully to determine whether the proposal complies with the guideline, does not comply with the guideline, or if the guideline is not applicable. ***Every guideline in the applicable section(s) of the Lynnwood City Center Design Guidelines must be addressed by the applicant in a brief typed statement.*** An electronic version of this checklist may be found online at:

<http://www.ci.lynnwood.wa.us/Content/Business.aspx?id=933>.

Visual examples of specific guidelines are available within the published version of the Lynnwood City Center Design Guidelines available online at: <http://www.ci.lynnwood.wa.us/Content/Services.aspx?id=936>.

Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

## NOTE

**Boulevards** include Alderwood Mall Boulevard, 36<sup>th</sup> Avenue W, 44<sup>th</sup> Avenue W, 196<sup>th</sup> Street SW, and 200<sup>th</sup> Street SW.

**Promenade** refers to 198<sup>th</sup> Street SW.

**Grid Street and Collector Arterials** include 40<sup>th</sup> Avenue W, 42<sup>nd</sup> Avenue W, and 194<sup>th</sup> Street SW.

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**SITE GUIDELINES**

**Curb Cuts**

**Intent:** To ensure that curb cuts do not detract from the continuity and safety of sidewalks.

Page 5

- 1** **Curb cuts shall be no wider than 30 feet at the property line.**  
**M**  Not applicable  Complies  Does not comply
- 2** **Curb cuts shall be no closer together than 200 feet at the property line, unless the dimension of a property’s frontage precludes such spacing.**  
**M**  Not applicable  Complies  Does not comply
- 3** **Curb cuts shall not be located along Promenade Street, unless no other access to a property is available.**  
**M**  Not applicable  Complies  Does not comply
- 4** **Curb cuts along Boulevards shall be located a minimum of 150 feet from signalized intersections and 100 feet from unsignalized intersections. For all other City Center streets, curb cuts shall be located at minimum of 75 feet from an intersection. Left turn restrictions shall be imposed at curb cuts that do not meet these criteria.**  
**M**  Not applicable  Complies  Does not comply
- 5** **Curb cuts shall be located within Driveway Access Zones (see [Figure 1](#) of the City Center Design Guidelines, available online) and shall be consolidated and shared through access agreements, where possible.**  
**M**  Not applicable  Complies  Does not comply
- 6** **Curb cuts are not required to be set back from internal property lines.**  
 Not applicable  Complies  Does not comply

**Parking Lot Location**

**Intent:** To ensure that surface parking lots are not the dominant visual element within the City Center and to create a pedestrian-friendly environment.

Page 6

- 1** **Along the Promenade Street, surface parking shall be located to the rear of a building. No surface parking shall be adjacent to the street.**  
**M**  Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- 2** Along any public street other than the Promenade Street surface parking shall be located to the rear of a building, but may be located to the side of a building if the building abuts a street and the parking is not located at any intersection. Parking lots shall not be located at intersections or within 150 feet of any intersection.

Not applicable  Complies  Does not comply

**Interior Parking Lot & Site Landscaping**

**Intent:** To diminish the visual effect of surface parking and contribute to the amount of vegetation in City Center.

Page 7

- 1** Surface parking lot landscaping shall reinforce pedestrian and vehicular circulation, including:

- M**
- Parking lot entrances.
  - Ends of driving aisles.
  - Defining pedestrian walkways through parking lots.

Not applicable  Complies  Does not comply

- 2** Landscaped areas next to a pedestrian connection/walkway shall be maintained or plant material chosen to maintain a clear zone, except for tree trunks, between 3 and 8 feet from ground level.

Not applicable  Complies  Does not comply

- 3** A setback shall be provided that allows space for all trees and shrubs where vehicle overhangs extend into landscaped areas.

Not applicable  Complies  Does not comply

- 4** The number of trees required in the interior landscape area in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:

- Where the parking lot is located to the side of the building and/or is visible from the right-of-way, one tree for every six spaces shall be provided (1:6)
- Where the parking lot is located behind the building and is not visible from the public right-of-way, one tree for every eight spaces shall be provided (1:8)

Not applicable  Complies  Does not comply

- 5** Drought tolerant plants and/or plants native to the Pacific Northwest should be used. Temporary irrigation for

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**M plant establishment shall be provided.**

Not applicable  Complies  Does not comply

**6 All landscaped areas should be designed to minimize stormwater run-off by utilizing bioswales, rain gardens, filtration strips and other facilities where appropriate.**

Not applicable  Complies  Does not comply

**7 Pedestrian connections/walkways meeting the provisions of those guidelines may traverse required and/or optional landscape areas.**

**M**  Not applicable  Complies  Does not comply

**8 A landscape maintenance plan, identifying maintenance tasks and schedules, shall be submitted for review.**

**M**  Not applicable  Complies  Does not comply

**Parking Lot Screening Intent:** To soften the impact of surface parking on the streetscape.

Page 8

**1 Parking lots that abut the public right-of-way and/or neighboring properties shall be screened with one or a combination of the following treatments:**

- Low walls made of concrete, masonry, or other similar material and not exceeding a maximum height of 3 feet
- Raised planter walls planted with a minimum of 50% evergreen plant materials not to exceed a total height of 3 feet, including the plant material planted on top
- Landscape planting consisting of 50% evergreen trees, shrubs, and groundcovers

Not applicable  Complies  Does not comply

**2 Walls and raised planters shall not exceed a maximum height of 3 feet, unless all of the following are provided:**

- A screen treatment which does not create a safety hazard
- The portion of treatment that is above 3 feet in height is a minimum of 75% transparent (i.e. see-through metal railing or other similar treatment)

**M**  Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- 3 The use of chain link fencing, wood fencing, razor ribbon, barbed wire, or similar shall be prohibited.**  
**M**  Not applicable  Complies  Does not comply

**Streetscape**

**Intent:** To produce a streetscape that is safe, convenient, comfortable and appealing for people on foot and to help frame the streets with vegetation.

Page 9

- 1 Street trees shall be provided in accordance with the descriptions associated with each street type:**  
**M**
- Boulevard:**
    - Per City Center Streetscape Program, 30-35 feet on center, minimum of 2 inch caliper at time of planting.
  - Pedestrian:**
    - Per City Center Streetscape Program, 25 feet on center, minimum of 3 inch caliper at time of planting.
  - Other:**
    - Per City Center Streetscape Program, 25 feet on center, minimum of 2 inch caliper at time of planting.
- Not applicable  Complies  Does not comply

- 2 Sidewalks shall be cast in place concrete with broom finish and scoring every 4 feet, with shining around dummy joints and regular joints, or as required per the City Center Streetscape Program. Alternative sidewalk design concepts may be approved by the City Engineer.**  
**M**  Not applicable  Complies  Does not comply

- 3 Tree planting pits shall be covered by ADA compliant decorative cast iron tree grates per the City Center Streetscape Program. An electrical outlet shall be provided for street tree lighting.**  
**M**  Not applicable  Complies  Does not comply

- 4 Pedestrian scale decorative street lighting, no taller than 15 feet, shall be provided at regular intervals. The lighting support shall have banner arms or basket hooks. Lighting design should comply with the Illuminating Engineering Society of North America’s Recommended Practices and Design Guidelines, latest edition.**  
**M**  Not applicable  Complies  Does not comply

- 5 Cabinets and structures for traffic signals, utility connections and the like where needed in the public Right-of-Way shall be located within the tree well zone between the curb and sidewalk and not obstructing the walking path.**  
**M**  Not applicable  Complies  Does not comply







*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

the more restrictive standard.

Not applicable  Complies  Does not comply

**14 M Walkways shall be provided for the area of the site being developed. If the Walkways will be completed in phases accompanying future phases of development, a conceptual phasing plan for all Pedestrian Connections / Walkways shall be provided.**

Not applicable  Complies  Does not comply

**Vehicular Connections**

**Intent:** To allow private vehicular connections through blocks between public streets in coordination with pedestrian connections / walkways, with pedestrian safety and experience as the priority.

Page 13

**1 M Vehicular connections shall meet all of the standards of Pedestrian Connections/Walkways.**

Not applicable  Complies  Does not comply

**2 M Vehicular connections shall be a maximum of two lanes, with a maximum 10 feet wide lane width or as needed per the building and/or fire code.**

Not applicable  Complies  Does not comply

**3 M No parking other than parallel or angled parking shall be allowed on vehicular connections. Parallel parking may be located on one or both sides of the vehicular connection and shall be 8 feet in width per side. Angled parking may be on only one side of the vehicular connection.**

Not applicable  Complies  Does not comply

**4 M Pedestrians shall be protected from vehicles by sidewalk or by use of design elements such as decorative protective bollards or large potted plants. Use of traffic calming features should also be incorporated, including but not limited to curb extensions, speed tables, textured pavement, decorative pavers, and mini-roundabouts. Raised or flat cement concrete curb or curb and gutter are required on both sides of vehicular connections. Decorative storm drain covers should be provided. In areas with flat curb, appropriate storm drainage features are required.**

Not applicable  Complies  Does not comply

**Bicycle Facilities**

**Intent:** To provide bicycle stalls, storage and facilities and support reducing demand for parking.

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

Page 14

**1 M All bicycle stalls shall be located in secure locations that do not impede pedestrian or vehicular flow and shall be well lit for nighttime use.**

Not applicable  Complies  Does not comply

**2 M Design of the outdoor bicycle stalls shall compliment other pedestrian features and design of the building(s).**

Not applicable  Complies  Does not comply

**Open Spaces/Public Plazas**

**Intent:** To provide a variety of public spaces in association with individual buildings, so that, over time, there are numerous choices for gathering, meeting friends and associates, and enjoying good weather.

Page 15

**1 M Every new building shall provide Open Space/Public Plazas in an amount at least equal to 1% of the sum of the square feet of building area and the square feet of site area. This requirement may be combined with the Promenade Walkway and/or Community Gateways and Prominent Intersection guidelines to meet both requirements.**

Not applicable  Complies  Does not comply

**2 M Open Space/Public Plazas shall abut and be no greater than three feet in elevation from the adjoining sidewalk and allow penetration of sunlight. Open Space/Public Plazas may include or consist of active recreation areas.**

Not applicable  Complies  Does not comply

**3 M Open Space/Public Plazas shall include at least four types of the following features coordinated with amenities provided in walkways on the same site:**

- Benches. Ledges are also acceptable, as long as they are 15” to 18” in height.
- Planting, including specimen trees, shrubs and seasonal plantings. Plantings may be potted.
- Pedestrian scaled lighting.
- Public art.
- Water feature(s).
- Where open space abuts storefronts, accommodate accessory outdoor dining/seating.
- Trellis and/or shelter.
- Decorative paving.
- Other methods may be proposed that meet the intent of this guideline.

Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- 4** Between 65% and 80% of the area of the space shall be hardsurfaced.  
**M**  Not applicable  Complies  Does not comply
- 5** All features provided shall be durable materials designed for outdoor public use.  
**M**  Not applicable  Complies  Does not comply
- 6** Pedestrian areas should be designed with [Crime Prevention Through Environmental Design](#) (CPTED) standards.  
 Not applicable  Complies  Does not comply

**Community Gateways and Prominent Intersections**

Page 16

**Intent:** To mark key intersections within and around the edges of the City Center.

- 1** Special features shall be provided at the corner of sites abutting or adjacent to the Gateways or Prominent Intersections (see Citywide Zoning Map for locations). Three or more of the following features shall be included:  
**M**
  - Seasonal plantings.
  - Specimen tree(s).
  - Public art.
  - Monument.
  - Open space / plaza.
  - Special landscape treatment
  - Water feature(s).
  - Unique pedestrian-scale lighting.
  - Decorative paving.
  - Other methods may be proposed that meet the intent of this guideline. Not applicable  Complies  Does not comply
- 2** Gateway or Prominent Intersection features may also be combined with the Open Space/Public Plazas to meet both requirements.  
 Not applicable  Complies  Does not comply
- 3** Corners of buildings may be setback from the property line to provide public plazas per Open Space / Public Plaza guidelines.  
 Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- 4 Features used shall be oriented towards both pedestrians and vehicles along the street right-of-way.**  
**M**  Not applicable  Complies  Does not comply
- 5 Features used shall not block vehicular sight distance requirements.**  
**M**  Not applicable  Complies  Does not comply
- 6 Pedestrian areas should be designed with [Crime Prevention Through Environmental Design](#) (CPTED) standards.**  
 Not applicable  Complies  Does not comply

**BUILDING GUIDELINES**

**Building/Sidewalk Relationship**

**Intent:** To ensure that buildings within the City Center frame and enliven the streets and sidewalks.

Page 18

- 1 Within the City Center, buildings shall be oriented to the adjacent street rather than to a parking lot or structure.**  
**M Buildings shall directly abut the back of the sidewalk (be located at the future Right-of-Way line per LMC Table 21.60.4 – Street Standards). The façade nearest the sidewalk shall incorporate windows, entrances, canopies and other features (see other guidelines which address these elements).**  
 Not applicable  Complies  Does not comply
- 2 Buildings may be set back from the sidewalk for the purpose of providing articulation of a building façade, and/or usable public space that are primarily hardscaped.**  
 Not applicable  Complies  Does not comply
- 3 Setting full floor building facades up to the street may be accomplished through base building area that extends out to the sidewalk, not necessarily the full height of the building.**  
 Not applicable  Complies  Does not comply
- 4 Design of buildings shall avoid requiring a fire lane between the building and the street.**  
**M**  Not applicable  Complies  Does not comply

**Street-Facing**

**Intent:** To reinforce pedestrian activity and orientation and to enhance the liveliness of streets through building design.

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**Entrances**

Page 19

**1 M Entrances to buildings shall be visible from the street and oriented toward the sidewalk to that access by foot is clear and convenient.**

Not applicable  Complies  Does not comply

**2 Entrances shall be given a visually distinct architectural expression by two or more of the following elements:**

- **Prominent door and windows.**
- **Taller bay(s).**
- **Projecting canopy.**
- **Slightly recessed façade.**
- **Set behind a forecourt.**
- **Portico with distinctive roof form.**

Not applicable  Complies  Does not comply

**Street Level Transparency**

Page 17

**Intent:** To ensure that sidewalks are lined with activities and visibility for pedestrians.

**1 M The ground level facades of buildings that are oriented to particular streets and the Promenade Walkway shall have transparent windows between an average of 2 feet and 10 feet above grade, starting no higher than 3 feet from grade, according to the following:**

- **Along the Promenade Street and Promenade Walkway a minimum of 60% transparency.**
- **Along Boulevards, Collector Arterials, and the Grid Street: a minimum of 40% transparency.**
- **Along Vehicular & Pedestrian Connections: a minimum of 20% transparency.**

Not applicable  Complies  Does not comply

**2 M To qualify as transparent, windows shall not be mirrored glass or darkly tinted glass.**

Not applicable  Complies  Does not comply

**3 M Where transparency is not required, the façade shall comply with the guideline entitled “Treating Blank Walls.”**

Not applicable  Complies  Does not comply

**Weather Protection**

**Intent:** To provide pedestrians with cover from rainfall with durable and aesthetically pleasing canopies thereby making the

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

experience of walking during inclement weather more pleasant.

Page 21

**1 M Buildings that abut sidewalks and walkways shall provide canopies with a minimum width of 4 feet over the sidewalk or walkway to provide weather protection along at least 75% of the frontage. Canopies shall be a minimum of 8 feet above and maximum of 14 feet above the sidewalk or walkway.**

Not applicable  Complies  Does not comply

**2 Canopies may be constructed of glass and/or steel. Wood, fabric and plastic awnings may not be used to meet this guideline.**

Not applicable  Complies  Does not comply

**3 Overhead, pedestrian-oriented signs may be hung from canopies.**

Not applicable  Complies  Does not comply

**4 Café table umbrellas are permitted where outdoor dining tables are permitted, but shall not replace provisions of this section.**

Not applicable  Complies  Does not comply

**Ground Level Details**

**Intent:** To emphasize the importance of the sidewalk level as a place of activity and visual interest.

Page 22

**1 M Ground-floor, street-facing façades of commercial and mixed used buildings along the Promenade Street (198<sup>th</sup> Street SW) and Promenade Connection shall incorporate at least six (6) types of the following elements, while buildings along Boulevards, Collector Arterials, and Grid Street, shall include at least four (4) types of the following elements:**

- **Lighting or hanging baskets supported by ornamental brackets.**
- **Brackets.**
- **Medallions.**
- **Belt courses.**
- **Plinths for columns.**
- **Shallow recesses.**
- **Awnings.**
- **Cornices.**
- **Pilasters.**

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- **Kickplate for storefront window.**
- **Projecting sills.**
- **Tile work.**
- **Pedestrian scale sign(s) painted on the windows.**
- **Planter boxes.**
- **Other methods may be proposed that meet the intent of this guideline.**

Not applicable

Complies

Does not comply

**Treating Blank Walls**

**Intent:** To ensure that situations in which glass windows are not practical that there are still features that add visual interest and variety to the streetscape.

Page 23

**1** Where windows are not provided on walls (or portions of walls) longer than 30 feet which face streets or are visible from the street at least four of the following types of elements shall be incorporated:

- **Decorative masonry (but not plain concrete block).**
- **Concrete or masonry plinth at the base of the wall.**
- **Belt courses of a different texture and color.**
- **Projecting cornice.**
- **Projecting metal canopy.**
- **Decorative tile work.**
- **Trellis containing plantings.**
- **Medallions.**
- **Opaque or translucent glass windows.**
- **Artwork.**
- **Vertical articulation.**
- **Lighting fixtures.**
- **Recesses.**
- **Other methods may be proposed that meet the intent of this guideline**

Not applicable

Complies

Does not comply

**2** On the Promenade Street (198<sup>th</sup> Street SW) and the Pedestrian Walkway where windows are not provided, no more than 10 feet unembellished surface shall be allowed.

Not applicable

Complies

Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**Roof and Architectural Expression**

**Intent:** To create a skyline and built environment that is visually interesting.

Page 24

**1** Buildings between 40 feet and 140 feet in height should incorporate features that create a visually distinctive roof form. The following are examples of such features:

- Terraced step backs, 8 feet or greater on average.
- Pitched roof elements.
- Projecting cornice elements.
- Trellises along a parapet.
- Geometric forms (dome, pyramid, etc.).
- Change of colors or materials on the top floor.

Note:

Step backs need not be located on all sides, but should be enough to create a distinct “top” to the building. Alternatively, a top may be created by another architectural device such as an overhang, geometric form, or decorative architectural feature.

Not applicable

Complies

Does not comply

**Mechanical Screening**

**Intent:** To conceal, to the greatest extent possible, equipment, dishes and other appurtenances located on the roofs of buildings, or alternatively to integrate them into the architecture.

Page 25

**1** All mechanical equipment located on or near the roof shall be contained within opaque parapet walls or placed behind (or within) roof forms. Plywood walls or chain-link fencing with slats are not acceptable forms of screening. Screening method shall be integrated into the architectural design of the building.

Not applicable

Complies

Does not comply

**2** Efforts shall be made to locate communication equipment so that it is not visible from nearby streets. Equipment shall be concealed behind parapet walls if possible.

Not applicable

Complies

Does not comply

**Screening of Parking Structures**

**Intent:** To reduce the visual impact of structures parking located above grade.

Page 27

**1** The street-facing façades of parking levels shall be treated to appear more like floors, rather than open slabs with visible cars and ceiling lights. This may be accomplished by two or more types of the following methods:





*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- 4** Neon may be incorporated into signs in an artful way; however, simply outlining the roof or building in neon tubing shall not be allowed.

Not applicable

Complies

Does not comply

I/We \_\_\_\_\_, owner(s) of the property commonly known as \_\_\_\_\_, do hereby apply for approval of Project Design Review for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_



# Affidavit of Ownership

For City Use Only

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

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## AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) \_\_\_\_\_, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

NAME (print): \_\_\_\_\_

NAME (sign): \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_