

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

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
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 – All Districts

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 Citywide 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 Citywide 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.

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

Location of Parking Lots

Intent: To provide parking lots in areas that are as visually unobtrusive as possible.

Pages 2-3

- 1** New development and redevelopment should locate parking lots behind buildings when possible (Fig. 1).

Not applicable Complies Does not comply
- 2** **Where a double-loaded aisle of parking is located between a building and a street right-of-way, a 15-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 10% of the total square feet of the parking lot area (Fig. 2 & 4). Note: There may be additional parking lots located behind buildings where this guideline would not apply.**

Not applicable Complies Does not comply
- 3** **Where there is more than a double-loaded aisle of parking located between a building and a street right-of-way, a 20-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 15% of the total square feet of the parking lot area (Fig. 3). Note: There may be additional parking lots located behind buildings where this guideline would not apply.**

Not applicable Complies Does not comply
- 4** **Where parking lots are located in front, beside, or inbetween buildings, 75% of plant material used to meet landscape requirements between a parking lot and a street right-of-way shall be evergreen varieties.**

Not applicable Complies Does not comply
- 5** **Shrubs used adjacent to a street right-of-way shall not exceed a maximum height of 30 inches at maturity.**

Not applicable Complies Does not comply
- 6** **Location of parking lots shall be easily identifiable from the street right-of-way.**

Not applicable Complies Does not comply
- 7** Variation in the width and depth of planting areas are encouraged so long as the minimum width is provided.

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.

- | | | | |
|-----------|--|-----------------------------------|--|
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 3 | Drought tolerant plants and/or plants native to the Pacific Northwest should be used where opportunity allows. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 4 | Plant material should be provided to enhance the corners at intersections. Plant material within the intersection sight distance triangle as defined by the Lynnwood Municipal Code shall not exceed 36 inches in height. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 5 | Avoid planting groundcover or shrubs where pedestrian access is anticipated. Pedestrian walkways may extend across required landscape areas. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 6 | All areas not devoted to required landscape areas, parking lots, structures, or other site improvements, should be planted or remain in existing non-invasive vegetation. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 7 | Perennials and/or annuals should be provided to highlight pedestrian areas such as building and/or site entrances, public open space, plazas and pedestrian connections. Note: This guideline is not applicable to industrial districts. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 8 | River rock, gravel, driftwood, and similar non-living materials should not be used as groundcover substitutes, but may be allowed as accent features within landscape planting areas so long as the area covered by such features does not exceed 5% of the total landscape planting area. | | |
| | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 9 | Automatic irrigation shall be provided in all required landscape areas. | | |
| M | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| 10 | Landscape planting areas located between commercial or industrial districts and any residential district shall provide a 100% sight-obscuring year-round buffer using plant material or a combination of a fence (maximum 6 feet high) and plant material. | | |
| M | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> 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.

11 M A maintenance plan, including on-going tasks and schedules, shall be submitted to the City for review for all landscape areas, to include:

- Litter pick-up
- Mowing turf
- Weeding planting beds
- Removing noxious weeds
- Sweeping
- Replacement of dead or dying plant material
- Irrigation repair/adjustments
- Trimming hedges

Not applicable

Complies

Does not comply

12 M Tree selection within all landscape areas, including street trees, shall consider existing utilities, lighting, existing and proposed signage, adjacent trees, existing natural features, tree root growth, solar access, planting area width, and overall height of trees selected at maturity.

Not applicable

Complies

Does not comply

13 Trees within the street frontage buffer should be located near the street right-of-way to help contribute to a more pedestrian friendly streetscape environment.

Not applicable

Complies

Does not comply

Lighting

Page 8

Intent: To ensure that lighting contributes to the character of the site and does not disturb adjacent developments and residences.

1 Lighting should complement other lighting elements used throughout and surrounding the site, such as pedestrian pathway lighting, and lighting used in adjacent developments and the public right-of-way.

Not applicable

Complies

Does not comply

2 All lighting should be shielded from the sky and adjacent properties and structures, either through exterior shields or through optics within the fixture.

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 accent lighting is encouraged but should be combined with functional lighting to highlight special focal points, building/site entrances, public art and special landscape features.
- Not applicable Complies Does not comply
- 4** Lighting used should contribute to the overall character of the surrounding community, site architecture or other site features.
- Not applicable Complies Does not comply
- 5** **Lighting used in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.**
- Not applicable Complies Does not comply
- 6** Lighting design should comply with the Illuminating Engineering Society of North America’s *Recommended Practices and ANSI Standards: Lighting for Exterior Environments*, latest edition, for each applicable lighting type (such as for a parking lot or walkway).
- Not applicable Complies Does not comply

Pedestrian Connections

Pages 9-10

Intent: To create a network of safe and attractive linkages for pedestrians.

1 **Clearly defined pedestrian connections shall be provided between:**

M

- **Public rights-of-way and building entrances**
- **Parking lots and building entrances**

Not applicable Complies Does not comply

2 Pedestrian connections should be clearly defined by providing a combination of two or more of the following:

- 6 inch vertical curb
- Trellis
- Special railing
- Bollards
- Special paving
- Low seat wall and/or other architectural features
- A continuous landscape area, minimum of 3 feet wide on one side of the walkway, except where the walkway

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crosses vehicular travel lanes

- Pedestrian scale lighting, bollard lighting, accent lighting, or a combination thereof to aid in pedestrian way-finding

Not applicable Complies Does not comply

3 Pedestrian connections shall not be less than 5 feet wide.

M

Not applicable Complies Does not comply

4 Where a building entrance is located on or near the corner of two street right-of-ways, a pedestrian connection shall be provided from that corner to the building entrance.

M

Not applicable Complies Does not comply

Walls and Fences

Intent: To mitigate walls and fences by providing variety and other visual interest.

Page 11

1 Fences and walls should be visually permeable and have a desirable appearance from both sides. Where solid, vision-obscuring fences or walls are required by the Lynnwood Municipal Code, one or more of the following shall be used:

- A variety of vegetation, such as trees, shrubs, groundcover and/or vines adjacent to the fence or wall
- Trellises or vine panels
- Architectural detailing, contrasting materials, or other items of special interest
- A variety of fence and wall angles and heights to add visual interest and character

Not applicable Complies Does not comply

2 Walls and fences should be constructed of materials that complement adjacent architectural styles.

Not applicable Complies Does not comply

3 Chain link fences shall not be allowed except around sport courts.

M

Not applicable Complies Does not comply

4 Solid walls and fences used adjacent to a street right-of-way should be a maximum of 4 feet high. Walls and fences may extend up to a maximum height of 6 feet provided they are at least 90% visually permeable, such as open rails, ironwork, trellises or a column/gate treatment.

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.

Marking Gateways and Prominent Intersections

Page 12

Intent: To highlight gateway areas and prominent intersections as a focal point within the community.

1 Developments adjacent to gateways and prominent intersections should be marked with visually prominent features (see the Lynnwood Zoning Map for locations).

Not applicable Complies Does not comply

2 **Visually prominent features shall include three or more of the following:**

M

- **Public art**
- **Monuments**
- **Special landscaping treatment**
- **Open space or a plaza**
- **Water feature**
- **Special paving or surface treatments**
- **Unique pedestrian scale lighting or bollards**

Not applicable Complies Does not comply

3 **Elements used shall be oriented towards both pedestrians and vehicles along the street right-of-way.**

M

Not applicable Complies Does not comply

4 Elements used should not block the visibility of adjacent businesses and/or vehicular sight distance requirements.

Not applicable Complies Does not comply

Natural Features and Green Corridors

Pages 13-14

Intent: To integrate natural features into developments and create a network of green corridors throughout Lynnwood.

1 Natural features, both within or adjacent to a development, should be integrated into project designs in one or more of the following ways. Other sustainable techniques may also apply, as approved by the City:

- Establish view corridors to natural features, framed by landscape or architectural treatments
- Provide controlled visual access, such as view overlooks
- Provide environmentally sensitive pedestrian connections to or throughout natural features, such as boardwalks and pedestrian bridges
- Continue plant materials used adjacent to natural features into other areas of site development to soften the transition between the natural and built environment

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.

Screening Rooftop Equipment

Page 16

Intent: To have rooftop features which contribute to the character of individual buildings and the neighborhood as a whole.

- 1** Any mechanical, electronic, or communication equipment mounted on the roof shall be properly screened.
- M** Furthermore, screening should be organized, proportioned, detailed and colored to be both an integral element of the building as seen from the points of high elevation, streets, and adjacent residences. **Note: There may be exceptions for public safety communication devices.**

Not applicable Complies Does not comply

- 2** Rooftops of buildings could include landscaped decks or terraces designed in such a way that mechanical equipment, elevator overruns and stair towers are housed within structures that are part of the composition of the building.

Not applicable Complies Does not comply

Treating Blank Walls

Page 17

Intent: To mitigate blank walls by providing visual interest.

- 1** For walls visible from a street or residential area, if an uninterrupted expanse of blank wall longer than 30 feet
- M** (100 feet for industrial districts) is unavoidable, a combination at least one element from Group A and one element from Group B shall be used to cover a minimum of 50% (30% for industrial districts) of the blank wall:

Group A

- Artwork, such as a low relief sculpture or mosaic
- Landscape area and/or a vertical trellis with climbing vines

Group B

- Architectural detailing, reveals, or indentations
- A mix of different materials, colors, and textures
- Pedestrian-oriented features such as lighting, awnings, or canopies

Not applicable Complies Does not comply

Minor Accessory Structures

Page 18

Intent: To reduce the impact of accessory structures and have the structures contribute to the character of the main building.

- 1** Accessory structures should be screened by landscaped features or solid wall. Structures and walls should use materials with such color and texture that match with the character of the main building.

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.

Marking Gateways

Intent: To enhance the identity of the city by marking major entrances.

Page 19

1 M Buildings along gateways (see the Lynnwood Zoning Map for locations) shall be designed to emphasize their gateway location.

Not applicable Complies Does not comply

2 Buildings along gateways should be given major architectural expression in facades, roof forms and massing, such as larger bulk, tower forms, peaked roofs, and over-sized windows.

Not applicable Complies Does not comply

Materials

Intent: To ensure that the character of the city is perceived as high quality.

Page 20

1 Buildings should use solid, permanent, low-maintenance materials to add variety, permanence and richness to buildings and streetscapes.

Not applicable Complies Does not comply

2 M Plywood shall not be used as an exterior surface.

Not applicable Complies Does not comply

3 M Exposed concrete walls shall be painted or given an architectural finish.

Not applicable Complies Does not comply

SIGN GUIDELINES

Integration with Architecture

Intent: To ensure that signage is part of the overall design of a project and not additive or an afterthought.

Page 21

1 M The design of buildings and sites shall identify locations and sizes for future signs. As tenants install signs, such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development. The sign program shall indicate location, size, and general design.

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 Signs shall not project above the roof, parapet, or exterior wall.

M

Not applicable

Complies

Does not comply

Creative/Artistic Elements

Page 22

Intent: To encourage interesting, creative and unique approaches to the design of signs.

1 Signs should be creative, expressive, and individualized.

Not applicable

Complies

Does not comply

2 Signs should convey the product or service offered by businesses in a bold, graphic form.

Not applicable

Complies

Does not comply

3 Any sign that meets this criteria may be allowed to be 30% larger than the Lynnwood Municipal Code otherwise allows.

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: _____

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).

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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: _____

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: _____