LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Land Use Application Cover Sheet

File Name: _____

File Number: _____

For City Use Only

Date Stamp

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):

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

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: _____

LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Project Design Review Application

File Name: _____

File Number: _____

For City Use Only

Date Stamp

Project Design Review is required for multiple-family, commercial, industrial and other nonresidential projects. A Land Use Application for a Project Design Review is deemed complete when it is accompanied by the required items identified below. 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. The Community Development Director may approve departures from the guidelines, 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. The Community Development Director may waive any of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to review the application. Additional copies of certain items will be required later in the process.

REQUIRED ITEMS

	For Staff Use ONLY	
	Verified	Waived
☐ 1. Land Use Application Cover Sheet, with original signature(s).		
☐ 2. A written statement addressing the following decision criteria:		
A. The project is consistent with the Comprehensive Plan;		
B. The project is consistent with all applicable provisions of LMC 21.25;		
C. The project is consistent with the applicable design guidelines found in the Lynnwood Citywide Design Guidelines; and		
D. For applications which propose the remodeling or expansion of an existing development, the project is consistent with those provisions in the Lynnwood Design Guidelines identified by the Community Development Director as applicable.		
☐ 3. A site plan, drawn to a scale, showing:		
A. The date, scale, and north arrow;		
B. Existing boundaries of the site;		
C. Existing and proposed structures and other improvements;		
D. The location of proposed open space;		
E. The location and design of parking for the proposed use;		
F. Proposed walkways and service areas;		
G. All existing easements;		
H. All adjacent roads or other rights-of-way;		
I. Existing sensitive areas; and		
J. All structures, natural features and other improvements within 50 feet of the project site.		
☐ 4. Conceptual grading and drainage plan.		
☐ 5. Exterior elevations of all existing and proposed structures.		
☐ 6. A landscaping plan, showing existing and proposed landscaping and fencing, including		

		For Staff Use ONLY	
		Verified	Waived
	a plant list, caliper size of proposed plants, and species of existing trees.		
☐	7. A landscape irrigation plan.		
☐	8. A landscape maintenance plan.		
☐	9. A sign plan.		
☐	10. A site lighting plan, including lighting placement, product specifications, lighting levels and all requirements of Chapter 21.17 LMC, Outdoor Lighting Standards.		
☐	11. Product specifications for all pedestrian amenities, such as benches.		
☐	12. Photographs of the site.		
☐	13. Color photographs or digital perspectives of the proposal showing the surrounding context.		
☐	14. A colors and materials board showing all proposed colors and materials.		
☐	15. A vicinity map, showing the location of the site in relation to nearby streets and properties.		
☐	16. A copy of all recorded documents pertaining to the subject property.		
☐	17. A summary table of project statistics, including site area, building coverage, coverage by impervious surfaces, required and proposed parking, etc.		
☐	18. A list of other permits that are or may be required for the development of the property as known to the applicant at the time of submittal.		
☐	19. A list of permits that are to be processed concurrently with this application.		
☐	20. If the project is to be developed or occupied in phases, a schedule for each phase.		
☐	21. A complete copy of each applicable Design Guidelines checklist.		
☐	22. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.		
☐	23. A completed SEPA application, unless the project is categorically exempt from SEPA review.		
☐	24. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.		
☐	25. Application fee(s).		

FEES See LMC 3.104 or contact our office for current fee information.

NOTES

1. The approval of a Project Design Review Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
2. Design plans need to be developed to the point that compliance with decision criteria and guidelines are clearly evident.
3. Approval expires two years from the date of the final decision unless the applicant begins construction

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: _____

LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Project Design Review Applicant Checklist – All Districts

File Name: _____

File Number: _____

For City Use Only

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 and 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

Pages 2-3

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

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

☐ Not applicable ☐ Complies ☐ Does not comply

2 M **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 M **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 M **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 M **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 M **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.

Parking Lot Landscaping

Page 4

Intent: To reduce the visual impact of parking lots through landscaped areas, trellises and/or other architectural features that compliment the overall design and character of developments.

1 The parking lot landscape should reinforce pedestrian and vehicular circulation, especially parking lot entrances, end of driving aisles, and pedestrian walkways leading through parking lots.

☐ Not applicable ☐ Complies ☐ Does not comply

2 Low walls and raised planters (a maximum height of 3 feet), trellises with vines, architectural features or special interest landscapes should be used to define entrances to parking areas. Where signs are placed on walls, they should be integrated into the design and complement the architecture or character of the other site features.

☐ Not applicable ☐ Complies ☐ Does not comply

3 Landscape plant material size, variety, color, and texture within parking lots should be integrated with the overall site landscape design.

☐ Not applicable ☐ Complies ☐ Does not comply

4 M **One tree shall be provided for every 10 parking stalls to be located within the interior parking lot landscape areas.**

☐ Not applicable ☐ Complies ☐ Does not comply

5 M **A minimum 4-foot setback shall be provided for all trees and shrubs where vehicle overhang extends into landscape areas.**

☐ Not applicable ☐ Complies ☐ Does not comply

Site Landscaping

Pages 5-7

Intent: To provide variety and special interest within landscaped areas, to integrate the entire site into the overall landscape design and to reduce the visual impact of development on adjacent uses.

1 Landscape areas should reinforce pedestrian and vehicular circulation routes and entrances.

☐ Not applicable ☐ Complies ☐ Does not comply

2 Plant material should include a variety of seasonal colors, forms, and textures that contrast or compliment each other with a mixture of evergreen and deciduous trees, shrubs, groundcover and low-maintenance perennials. Continuous expanses of uniform landscape treatment along an entire street front should be avoided.

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.

☐ Not applicable ☐ Complies ☐ Does not comply

3 Drought tolerant plants and/or plants native to the Pacific Northwest should be used where opportunity allows.

☐ Not applicable ☐ Complies ☐ 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.

☐ Not applicable ☐ Complies ☐ Does not comply

5 Avoid planting groundcover or shrubs where pedestrian access is anticipated. Pedestrian walkways may extend across required landscape areas.

☐ Not applicable ☐ Complies ☐ 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.

☐ Not applicable ☐ Complies ☐ 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.

☐ Not applicable ☐ Complies ☐ 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.

☐ Not applicable ☐ Complies ☐ Does not comply

9 M **Automatic irrigation shall be provided in all required landscape areas.**

☐ Not applicable ☐ Complies ☐ Does not comply

10 M **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.**

☐ 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.

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

- **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

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.

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 M **Pedestrian connections shall not be less than 5 feet wide.**

☐ Not applicable ☐ Complies ☐ Does not comply

4 M **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.**

☐ Not applicable ☐ Complies ☐ Does not comply

Walls and Fences

Page 11

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

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

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

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

☐ 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.

2 Existing significant trees should be retained where possible. If more than 20% of all existing significant trees are retained within a development, and are located outside environmentally sensitive areas and associate buffers, overall landscape requirements of the area in which the significant trees are retained may be reduced by 10%.

☐ Not applicable ☐ Complies ☐ Does not comply

3 Elements of natural features or stands of existing (noninvasive) vegetation should be extended through developments to form a network of green corridors between adjacent site developments throughout Lynnwood.

☐ Not applicable ☐ Complies ☐ Does not comply

4 Stormwater facilities, such as detention ponds and biofiltration swales, should be integrated into the overall project design. Stormwater facilities should provide a more natural overall form and/or appearance through layout, design and landscape treatment. Stormwater facilities may be located within perimeter buffer areas provided the total required square foot areas of the buffer and a minimum 5 foot width is maintained.

☐ Not applicable ☐ Complies ☐ Does not comply

BUILDING GUIDELINES

Prominent Entrance **Intent:** To ensure that building entrances are easily identifiable and clearly visible from roads and sidewalks.

Page 15

1 M **Principal entry to the building or store shall be marked by at least one element from Group A and one element from Group B:**

Group A
- **Large entry doors**
- **Recessed entrance**
- **Protruding entrance**

Group B
- **Canopy**
- **Portico**
- **Overhang**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Some form of weather protection should be provided over the entry.

☐ 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 M **Any mechanical, electronic, or communication equipment mounted on the roof shall be properly screened. 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 M **For walls visible from a street or residential area, if an uninterrupted expanse of blank wall longer than 30 feet (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

Page 19

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

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

Page 20

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

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

Page 21

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

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

☐ 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: _____

Project Design Review Applicant Checklist – Multiple-Family Districts

File Name: _____

File Number: _____

For City Use Only

Date Stamp

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

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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 and 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

Site Entry Features

Page 39

Intent: To highlight and define pedestrian and vehicular entrances to a development.

1 M **Three or more of the following elements shall be used to highlight site entrances to multi-family developments:**

- **Special landscape treatment with seasonal color, flowering trees, and interesting bark or branching structures**
- **Open space, a plaza or a courtyard**
- **Identifying building form such as a covered entry**
- **Special paving, unique pedestrian scale lighting, or bollards**
- **Prominent architectural features such as a trellis or arbor**
- **Ornamental gates and/or fencing**
- **Seating**
- **Water features**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Elements used should address both a pedestrian and vehicular scale.

☐ Not applicable ☐ Complies ☐ Does not comply

Transition Along Sidewalk

Page 40

Intent: To reduce the visual impact of developments and provide a feeling of separation between buildings and the street right-of-way through the use of landscape areas, trellises and/or other architectural features.

1 Trees used adjacent to the public right-of-way should help create continuity within a neighborhood by displaying a strong repetitive form and/or seasonal interest with color, interesting bark, branching patterns or flowers.

☐ Not applicable ☐ Complies ☐ Does not comply

2 M **Building setbacks along the street right-of-way shall be varied in ways such as staggered, angled, or curved to provide modulation and interest.**

☐ Not applicable ☐ Complies ☐ Does not comply

3 Vehicle circulation and parking should be integrated into the building design and concentrated on the interior of the development. Circulation design (scale and location) should be compatible with the adjacent neighborhood.

☐ 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 Window boxes, trellis structures with vines, container plantings and other special interest landscaping should be used to provide visual interest to all building façades.

☐ Not applicable ☐ Complies ☐ Does not comply

5 Walls and fences may be used to help define a transition along sidewalks.

☐ Not applicable ☐ Complies ☐ Does not comply

Site Landscaping

Page 41

Intent: To reinforce the residential character of the surrounding community and the natural environment through the treatment of landscape areas.

1 M **A minimum of 20% of the plant varieties used within landscape areas shall be perennial and/or annual varieties to provide year-round color, texture, and other special interest.**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Landscaping in the right-of-way should complement the plant materials, colors, textures, and scale used in the surrounding community.

☐ Not applicable ☐ Complies ☐ Does not comply

3 Landscaping should be used to reduce the visual impact of multi-family developments and provide usable outdoor space for residents.

☐ Not applicable ☐ Complies ☐ Does not comply

4 Use of ornamental grass lawns should be minimized where possible, except in pedestrian and open play areas within multi-family developments.

☐ Not applicable ☐ Complies ☐ Does not comply

Outdoor Spaces

Pages 42-43

Intent: To create pedestrian friendly and usable areas through the use of plazas, courtyards, and other outdoor spaces.

1 M **Developments shall provide a combination of both private and common outdoor spaces.**

☐ 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 M **Common outdoor spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities:**

- **Site furnishings (benches, tables, bike racks)**
- **Picnic areas**
- **Patios, plazas, or courtyards**
- **Tot lots**
- **Gardens**
- **Open lawn**
- **Play fields**
- **Sports courts, such as tennis or basketball courts**

☐ Not applicable ☐ Complies ☐ Does not comply

3 M **Common outdoor spaces shall be easily visible and accessible to multi-family residents.**

☐ Not applicable ☐ Complies ☐ Does not comply

4 M **Common outdoor spaces shall be a minimum size of 1000 square feet each with a minimum depth of 20 feet. In addition, at least one outdoor space within each development shall have a minimum width of 50 feet.**

☐ Not applicable ☐ Complies ☐ Does not comply

5 M **Berms, low walls, fences, hedges, and/or landscaping shall be used to define private outdoor spaces such as yards, decks, terraces, and patios from each other and from the street right-of-way.**

☐ Not applicable ☐ Complies ☐ Does not comply

6 Walls, hedges and fences used to define outdoor private spaces should be a maximum of 4 feet high and visually permeable, such as open rails, ironwork or trellis treatment to encourage interaction between neighbors.

☐ Not applicable ☐ Complies ☐ Does not comply

7 M **Lighting shall be provided within outdoor spaces to provide visual interest as well as an additional security function.**

☐ Not applicable ☐ Complies ☐ Does not comply

8 If outdoor spaces are located adjacent to a street right-of-way, landscaping should be used to provide a buffer between outdoor spaces and the street right-of-way.

☐ 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.

9 M **Outdoor spaces used to meet these guidelines shall not be located within required buffer areas.**

☐ Not applicable ☐ Complies ☐ Does not comply

10 Outdoor spaces should not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses.

☐ Not applicable ☐ Complies ☐ Does not comply

Building Layout and Clustering

Page 44

Intent: To reduce to presence and impact of buildings by clustering around common spaces.

1 Developments with more than one building should organize buildings in groups of 2 to 5 with shared community spaces such as gardens, courtyards, play areas, and green spaces.

☐ Not applicable ☐ Complies ☐ Does not comply

BUILDING GUIDELINES

Overall Massing, Bulk, and Articulation

Page 45

Intent: To avoid massive building forms which seem bulky and institutional.

1 M **Buildings shall include articulation along the façades that face streets. Flat blank walls are not permitted.**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Horizontal façades longer than 30 feet shall be articulated into smaller units, reminiscent of the residential scale of the neighborhood. At least four of the following methods should be used:

- Varied building heights
- Use of different materials on the first floor
- Different window types
- Different colors
- Offsets
- Roofs which project a minimum of 12 inches
- Recesses
- Bay windows
- Varied roof forms or orientation

☐ 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.

Pitched Roof Forms

Page 46

Intent: To maintain the residential scale and character of neighborhoods.

1 M **Structures shall incorporate pitched roof forms having slopes between 4:12 and 12:12.**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Gables facing the street are encouraged.

☐ Not applicable ☐ Complies ☐ Does not comply

3 Dormers should be used to break-up long lengths of roof.

☐ Not applicable ☐ Complies ☐ Does not comply

Windows

Page 47

Intent: To maintain a lively and active street face.

1 M **Windows shall be provided in façades facing streets, comprising at least 20% of the façade area.**

☐ Not applicable ☐ Complies ☐ Does not comply

2 M **Windows shall have visually prominent trim at least 3 inches in width.**

☐ Not applicable ☐ Complies ☐ Does not comply

3 Other decorative features such as the following are encouraged:

- Arched windows
- Mullions
- Awnings
- Flower boxes

☐ Not applicable ☐ Complies ☐ Does not comply

Materials

Page 48

Intent: To enhance the residential character of denser development and to project an image of quality.

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.

1 Building façades should be composed predominantly of masonry and/or wood siding (or materials resembling wood, stone or masonry siding). Stucco may be used under the following conditions:

- Stucco shall not be used on the first floor; instead, masonry shall be used
- Long uninterrupted expanses of stucco walls shall be avoided. Offsets and/or bay windows shall be used
- More than one color of stucco shall be used

☐ Not applicable ☐ Complies ☐ Does not comply

Parking Structures

Page 49

Intent: To ensure that building entrances are easily identifiable and clearly visible from roads and sidewalks.

1 M **Carports and detached garages shall incorporate pitched roofs of a design similar to the principal structure on the site.**

☐ Not applicable ☐ Complies ☐ Does not comply

2 Ground level parking structures should be screened from view by one or more of the following:

- Walls containing architectural details, such as banding
- Trees and shrubs
- Grillwork incorporating decorative metal artwork or panels

☐ 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: _____

LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Affidavit of Ownership

File Name: _____

File Number: _____

For City Use Only

Date Stamp

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: _____