

CONDITIONAL USE PERMIT (CUP) SUBMITTAL CHECKLIST

Conditional uses may have unique characteristics or impacts than uses permitted outright in a zone. A conditional use permit may be required for some uses not allowed outright in a zone. To know if you need to apply for a conditional use permit, check the allowed uses in the appropriate zoning Lynnwood Municipal Code [Chapter 21](#) for your project. Conditional use permits are granted by the hearing examiner when the proposed use is ([LMC 21.24.100](#))

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid
- If you have questions, please contact planning@lynnwoodwa.gov

Submittal Requirements

Project Narrative Document providing the following information

- Site Description
- Description of Project
- Description of all existing and proposed uses and operational information (see [LMC 21.24.200](#))
- Address(es)
- Zoning Designation
- Description of how proposal complies with the Lynnwood Municipal Code with citations of applicable Code sections

Plan Set: The information must be included as one combined plan set (If submitting with PDR – list is same)

Cover Sheet(s)

- Plan Sheet Index
- Name of development
- Name, address, phone number and email address of person or firm that prepared the plan
- Date plan was prepared and any revision dates
- Vicinity Map
- Legal Description of all properties
- Parcel Number for all properties
- Development Summary Chart including the following information
 - Existing zoning
 - Future land use
 - Total land area in square feet and/or acres
 - Proposed use(s) of each structure

Existing Site Plan / Survey

- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site

This document does not substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations.

- Existing easements including drainage and access – Including all AFN (Recording Document)
- Existing structures and parking
- Existing tree survey
- Width, materials and location of all on-site roads & drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways – please show their connections to adjacent and off-site improvements
- Assessment of all public sidewalks and curbs.
Please indicate the location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poles, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water, sewer, and storm
- Indicate all structures and trees on adjacent properties within 10 ft.

Proposed Site Plan

- Graphic engineering scale (1" = 20' minimum)
- North arrow
- Licensed Professional Stamp, if applicable
- Legend
- Property lines and lot dimensions
- Building and parking setbacks from property line
- Identification of proposed or use(s) within each structure
- Proposed open space and dimensions
- Location and design of proposed parking including dimensions of parking stalls, drive aisles, and curb cuts. please include labeled number of stalls.
- Location of any electrical vehicle parking stations and ADA parking locations
- Location of any indoor and/or outdoor bicycle parking
- Location of any indoor and/or outdoor bicycle parking
- Proposed walkways including widths and materials
- Proposed service areas including trash enclosures and turning radius for delivery vehicles and trash trucks
- Required fire lanes and turning radii for emergency vehicles
- Proposed easements with AFN (Recording Document)
- Proposed right-of-way improvements and dimensions
- Location of any critical areas on or adjacent to the site with any required buffers

Conceptual

- Identification of primary soils

Grading & Drainage Plan

- Existing and proposed topography information (2-foot contour)
- Proposed structure(s)
- Driveway location(s)

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- Conceptual stormwater management design
- Conceptual flow control
- Conceptual Onsite Stormwater Management

Conceptual Utility Plan

- Proposed sewer, water, gas and power/telecom services
- Proposed fire service (FDC, hydrants, DCVA)
- Proposed FOG structures
- Refuse service location
- Emergency vehicle access plan

Landscape Plan(s) See [LMC 21.08](#) Landscaping for requirements

- A summary table demonstrating how the proposed landscaping plan complies with Chapter [LMC 21.08](#) Landscaping, including
 - Surface parking stall count
 - Area of interior parking lot landscaping required and provided (square feet)
 - Number of interior parking lot trees required and provided
 - Adjacent zoning
 - Landscape buffers and strips required and provided
 - Number of landscape buffer and strip trees required and provided in each buffer
 - Percentage of landscaped area using non-living ground cover
 - Any other design guidelines or code requirements
- Plant schedule chart showing common name, species, size, and amount of all proposed plant materials on site. See the [Tree Preservation Guidelines](#) for permitted tree types
- Seal or signature of a qualified landscape professional
- Tree removal and replanting schedule
- Existing trees remaining for landscaping credit per [LMC21.08.300\(H\)](#)
- Landscape irrigation plan
- Dimensions of all landscape areas
- Distance of trees on center
- Square footage of all landscape islands
- Pedestrian amenities and furniture, trash enclosure
- All fencing / screening and proposed height and materials
- The following code sections must be included as notes on the landscape plan

See [Lynnwood Municipal Code](#) for full text

LMC 21.08.300(A)(1)

LMC 21.08.300(A)(2)

LMC 21.08.300(B)(1)(a)

LMC 21.08.300(C)(1)(e)

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LMC 21.08.300(C)(1)(c)

LMC 21.08.300(C)(1)(d)

LMC 21.08.300(C)(1)(g)

- Product specifications for amenities such as trash cans, benches, bicycle racks, or the like
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Lighting Plan See [LMC 21.17](#) Outdoor Lighting Standards for requirements

- Provide a letter demonstrating how the proposed lighting plan with [LMC 21.17](#) Outdoor Lighting Standards. Please outline which method was used, how the proposal, and information regarding lighting measurement for the proposal
- Identified lighting zone per [LMC 21.17](#) Outdoor Lighting Standard
- A photometric plan showing lighting measured in lumens (photometric studies measured in foot candles will not be accepted)
- Specifications for all outdoor lighting fixtures
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Elevations & Renderings

- Black and white AND color elevations with all materials and colors labeled showing all sides of each building
- 3D color renderings showing all sides of the development
- Materials sheet with photograph examples of all materials, including windows, and colors to be used - rendering of materials will not be accepted
- Dimensions including height, stories, window, and door sizes, etc.
- Renderings showing screening of mechanical equipment
- Glazing transparency and materials and calculations for square footage of glazing. Black out glass and faux windows should not be included in transparency calculations

Other Reports and Documents

- A title report less than 30 days old including Schedule B
- [SEPA application](#) unless the project is categorically exempt
- Critical Areas Application, if applicable
- Traffic Study, required for all projects which require SEPA review or generating 50 or more peak hour trips
- Landscape maintenance plan
- Preliminary Geotechnical Report
 - Project Description
 - Existing Condition Summary
 - Proposed Condition Summary
 - Downstream Analysis
 - Preliminary Flow Control
 - Preliminary Water Quality Design