

PROJECT DESIGN REVIEW SUBMITTAL CHECKLIST

Purpose of Project Design Review:

- Compliance with Lynnwood Citywide Design Guidelines and all other applicable laws and regulations to ensure high quality development
- Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please contact planning@lynnwoodwa.gov.
- Coordination with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area

Project Design Review is required if the project proposes:

- 1,000 square feet or more of construction and is not a single-family home
- Construction of any parking lot and/or parking structure with 20 or more stalls or paved parking area of 5,400 square feet or more

There are several different design guidelines that apply to certain building types and zones. Project Design Review is regulated by [Lynnwood Municipal Code Chapter 21.25](#)

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

- Site Description
- Description of Project
- Description of all existing and proposed uses and operational information
- Address
- Zoning Designation
- Density and Floor Area Ratio (FAR) Calculations
- Parking Calculations
- Description of how proposal complies with the Lynnwood Municipal Code with citations of applicable
- Code sections reference
- Description of how proposal complies with the Comprehensive Plan with citations of applicable policies
- Permits submitted concurrently and identification of other permits not included in the application to the extent known
- Phasing / Timelines

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

Plan Set

Cover Sheet(s)

- Plan Sheet Index (with hyperlinks to pages, if possible)
- Name of development
- Name, address, phone number and email address of person or firm that prepared the plan
- Date plan prepared and any revision dates
- Vicinity Map:
 - Legal Description of all properties
 - Parcel Numbers 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
 - Total dwelling units and site density, if applicable
 - Lot coverage
 - Floor Area Ratio, if applicable
 - Open / Public Space calculations
 - Required and proposed number of off-street parking, compact stalls, shared parking calculations, electric vehicle parking, and bicycle parking, spaces, as applicable
- Construction Summary Chart including the following information:
 - Occupancy classification per structure
 - Gross floor area per floor and total for each building
 - Number of dwelling units broken down by unit type per building, including ADA units, if applicable
 - Height above grade and number of stories of each structure

Existing Site Plan or Survey

- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site
- Existing easements including drainage and access – all recorded encumbrances
- Existing structures and parking
- Existing tree survey
- Width, materials and location of all on-site roads and drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways. Show their connections to adjacent and off-site improvements
- Assessment of all public sidewalks and curbs. 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

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- 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. 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
- 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 radius 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 Grading and Drainage Plan

- Identification of primary soils
- Existing and proposed topography information (2-foot contour)
- Proposed structure(s)
- Driveway location(s)
- 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) [LMC 21.08](#)

- A summary table demonstrating how the proposed landscaping plan complies with [LMC 21.08](#) Landscaping, including:

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- Surface parking stall count
- Area of interior parking lot landscaping required and provided (square feet)
- Number of interior parking lot trees required and provide
- Adjacent zoning
- Landscape buffers required and provided
- Number of landscape buffer 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 quantity 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 [LMC 21.08.300\(H\)](#)
- Landscape irrigation plan
- Dimensions of all landscape areas
- Distance of trees on center
- Square footage of all landscape islands
- Pedestrian amenities and furniture
- 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)
 - 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, etc.
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Lighting Plan LMC 21. 17 Outdoor Lighting Standards for requirements

- Provide a letter demonstrating how the proposed lighting plan complies with Chapter [LMC 21.17](#) Outdoor Lighting Standards The letter must outline which method was used, how the proposal complies, and detailed information regarding lighting calculations 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)

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- Specifications for all outdoor lighting fixtures, including height of light poles and attached fixtures
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Elevations and Renderings

- Elevations with all materials and colors labeled showing all sides of the development
- 3D color renderings showing all sides of the development
- Materials sheet with color 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

Design Guidelines

- Properties zoned City Center (CC) use the [City Center Design Guidelines](#)
- Properties zoned Highway 99 Mixed Use (HMU) use the [Highway 99 Design Guidelines](#)
- Properties zoned Alderwood-City Center Transition Area (ACC) use the [Alderwood City Center Transition Area Design Guidelines](#)
- All other zones use the [Citywide Design Guidelines](#)

Other Reports and Documents

- A title report less than 30 days old including Schedule B
- [SEPA Checklist](#) 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