

# CONDITIONAL USE PERMIT (CUP) REQUIREMENTS CHECKLIST

Use this document to help you submit all the required documents for a CUP.

**Note:**

- Conditional use permits are granted by the hearing examiner when the proposed use is ([LMC 21.24.100](#))
- Not injurious to the neighborhood or otherwise detrimental to the public welfare
- The use is found to be in harmony with [LMC Title 21](#)

## SUBMITTAL REQUIREMENTS

### 1. LAND USE APPLICATION

[Land Use Applications – City of Lynnwood \(lynnwoodwa.gov\)](#)

### 2. PROJECT NARRATIVE DOCUMENT: Including 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

### 3. PLAN SET: Information must be included as one combined plan set (If submitting with PDR – list is same)

#### COVER SHEET

- 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
- 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 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
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- 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)
- 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)

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

**4. OTHER REPORTS & 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