

PLANNED UNIT DEVELOPMENT (PUD)

SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for Planned Unit Development.

Planned Unit Development Purpose ([LMC 21.30.100](#)): A planned unit development is a mechanism by which the city may permit a variety in type, design, and arrangement of structures; and enable the coordination of project characteristics with features of a particular site in a manner consistent with the public health, safety, and welfare. A planned unit development allows for innovations and special features in site development, including the location of structures, conservation of natural land features, conservation of energy, and efficient utilization of open space.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Check List](#) for naming conventions and other requirements

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 all existing and proposed uses and operational information (see [LMC 21.24.200](#))
- Address(es)
- Description of how proposal complies with the [Lynnwood Municipal Code](#) with citations of applicable Code sections
- Description of how proposal complies with the Comprehensive Plan with citations of applicable policies
- Description of how proposal meets the CUP decision criteria ([LMC 21.24.150](#))
- Permits submitted concurrently and identification of other permits not included in the application to the extent known
- A list of any development standard for which the applicant is requesting relaxation and an explanation of the reason or justification for relaxation of each standard
- Phasing / Timelines

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

COVER SHEET(S)

- Plan Sheet Index
- Name of development

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- 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 / 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. 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
- Indicate all structures and trees on adjacent properties within 10 ft.

PROPOSED SITE PLAN

- Graphic engineering scale (1" = 20' minimum)
- North arrow

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- 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 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 GRADING & 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) See [LMC 21.08](#) Landscaping for requirements

- A summary table demonstrating how the proposed landscaping plan complies with Chapter 21.08 LMC 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 [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, 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 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)
- 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 & 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 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

4. 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