

PROJECT DESIGN REVIEW (PDR) SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for PDR

Purpose of project design review (LMC 21.25.110)

- 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

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

Project Information

Project Name:

Project Address:

Submittal Requirements

1. Land Use Application

[Project Design Review Land Use Application](#)

2. Project Narrative Document providing the following information

- 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

3. Plan Set: This information must be included as one combined 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 poses, 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. 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): See [LMC 21.08](#) Landscaping for requirements

- A summary table demonstrating how the proposed landscaping plan complies with [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 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: 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 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

4. 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 Transition Design Guidelines](#)
- All other zones use the [Citywide Design Guidelines](#)

5. 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