



# Land Use Application Cover Sheet

COMMUNITY DEVELOPMENT

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Stamp

## Instructions for Applicants

**Please read and follow all instructions on your application carefully.** If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

### Specific Type of Land Use Application to be submitted (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit                   | <input type="checkbox"/> Environmental Review (SEPA)    | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                                    | <input type="checkbox"/> Project Design Review          | <input type="checkbox"/> Other (please specify): _____          |
| <input type="checkbox"/> Binding Site Plan                         | <input type="checkbox"/> Rezone/PUD                     | _____   |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Combination | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit                    | <input type="checkbox"/> Subdivision (Long Plat)        | <input type="checkbox"/> Comprehensive Plan Amendment           |
| <input type="checkbox"/> Variance                                  |   |   |

### Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____





3. Approval expires two years from the date of the final decision unless the applicant begins construction or submits to the city a complete building permit application for the proposed development (LMC 21.25.165). The Community Development Department Director may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration. The applicant must substantially complete construction for the development approved under Project Design Review and complete the applicable conditions listed in the decision within five years of the date of the final decision (LMC 21.25.165).

4. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.

5. An application may be amended only in writing.

6. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be “consolidated” upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.

I/We hereby request consolidated review.

7. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.

8. In each application the burden of proof rests with the applicant, petitioner or proponent.

9. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.



COMMUNITY DEVELOPMENT

## Project Design Review Applicant Checklist – City Center

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Stamp

**Please read and follow all instructions carefully. Thorough completion of this checklist will assist in processing your application in an efficient manner.**

Project Design Review (PDR) is required for multiple-family, commercial, industrial and other nonresidential projects. This checklist provides the full written text of each design guideline and must be completed and submitted with the PDR Application.

Some guidelines use the word “shall” while others use the word “should.” The “shall” statements are absolutely mandatory and offer relatively little flexibility unless choices are provided within the statement itself. Mandatory elements are indicated on this checklist **in bold** and with an “**M.**”

Guidelines using the word “should” must be satisfied but are meant to be applied with some flexibility. The City is open to design features that are equal to or better than the guideline as stated. The Community Development Director may approve departures from guidelines with “should” statements, pursuant to LMC Section 21.25.150, upon written request by the applicant and a finding that the proposal provides equivalent or superior results to the original guideline.

Read the text carefully to determine whether the proposal complies with the guideline, does not comply with the guideline, or if the guideline is not applicable. ***Every guideline in the Lynnwood City Center Design Guidelines must be addressed by the applicant in a separate, brief typed statement.***

Visual examples of specific guidelines are available within the published version of the Lynnwood City Center Design Guidelines available online at: <http://www.ci.lynnwood.wa.us/Content/Services.aspx?id=72>.

Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**Site Guidelines**

**Curb Cuts**

**Intent:** To ensure that curb cuts do not detract from the continuity and safety of sidewalks, particularly along Pedestrian Streets.

Page 6

- 1 Curb cuts shall be no wider than 36 feet.**  
**M**  Not applicable  Complies  Does not comply
- 2 Curb cuts shall be no closer together than 200 feet, unless the dimension of a property’s frontage precludes such spacing.**  
**M**  Not applicable  Complies  Does not comply
- 3 Curb cuts shall not be located along Pedestrian Streets, unless no other access to a property is available.**  
**M**  Not applicable  Complies  Does not comply

**Parking Lot Location**

**Intent:** To ensure that parking lots are not the dominant element within the City Center.

Page 7

- 1 Along designated Pedestrian Streets, parking shall not be located between a building and the street.**  
**M**  Not applicable  Complies  Does not comply
- 2 Along designated Boulevards, parking should be either to the side of a building or to the rear. Parking lots shall not be located at intersections.**  
 Not applicable  Complies  Does not comply

**Interior Parking Lot Landscaping**

**Intent:** To diminish the visual effect of large areas of surface parking and to contribute to the amount of vegetation in City Center.

Pages 8

- 1 Parking lot landscaping shall be used to reinforce pedestrian and vehicular circulation, including:**  
**M**
  - **Parking lot entrances.**
  - **Ends of driving aisles.**
  - **Defining pedestrian walkways through parking lots.** Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**2** Landscaped areas next to a pedestrian walkway shall be maintained or plant material chosen to maintain a clear zone between 3 and 8 feet from ground level.

**M**

Not applicable  Complies  Does not comply

**3** A setback shall be provided that allows space for all trees and shrubs where vehicle overhangs extend into landscaped areas.

**M**

Not applicable  Complies  Does not comply

**4** The number of trees required in the interior landscaped area in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:

**M**

- Where the parking lot is located between the building and the public right-of-way, one tree for every four spaces shall be provided (1:4)
- Where the parking lot is located to the side of the building and partially abuts the public right-of-way, one tree for every six spaces shall be provided (1:6)
- Where the parking lot is located behind the building and is not visible from the public right-of-way, one tree for every eight spaces shall be provided (1:8)

Not applicable  Complies  Does not comply

**Parking Lot Screening**

**Intent:** To soften the impact of surface parking on the streetscape.

Page 9

**1** Parking lots that abut the public right-of-way shall be screened with one or a combination of the following treatments:

**M**

- Low walls made of concrete, masonry, or other similar material and not exceeding a maximum height of 3 feet
- Raised planter walls planted with a minimum of 50% evergreen plant materials not to exceed a total height of 3 feet, including the plant material planted on top
- Landscape planting consisting of 50% evergreen trees, shrubs, and groundcovers

Not applicable  Complies  Does not comply

**2** A minimum 5 foot wide landscaped planting area shall be provided between parking lots and adjacent developments to include a year-round sight barrier except where parking lots have been consolidated.

**M**

Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**3 Walls and raised planters shall not exceed a maximum height of 3 feet, unless all of the following are provided:**

**M**

- A screen treatment which does not create a safety hazard
- The portion of treatment that is above 3 feet in height is a minimum of 75% transparent (i.e. see-through metal railing or other similar treatment)

Not applicable  Complies  Does not comply

**4 Chain link fencing shall not be permitted to screen or enclose parking along a public sidewalk. In addition, the use of razor ribbon or barbed wire shall be prohibited.**

**M**

Not applicable  Complies  Does not comply

**Sidewalks and Street Trees**

**Intent:** To produce a streetscape that is safe, convenient, comfortable and appealing for people on foot and to help frame the streets with vegetation.

*Pages 10*

**1 Sidewalks and street trees shall be provided in accordance with the descriptions associated with each street type:**

**M**

**Boulevard:**

- Sidewalks: 12 feet wide, including 5 foot wide planting zone along curb
- Street trees: 30-35 feet on center, minimum of 2 inch caliper

**Pedestrian:**

- Sidewalks: 14-16 feet wide, including 5 foot wide planting zone along curb
- Street trees: 25 feet on center, minimum of 3 inch caliper

**Other:**

- Sidewalks: 12 feet wide, including 5 foot wide planting zone along curb
- Street trees: 30-35 feet on center, minimum of 2 inch caliper

Street trees shall be selected from an approved list found in Appendix A, available online.

Not applicable  Complies  Does not comply

**2 Tree planting pits shall be covered by one of the following:**

**M**

- Living plant material, surrounded by a low, protective and decorative metal fence
- Cast iron tree grates, of a type that meets ADA requirements

Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**Pedestrian Connections**

Page 11

**Intent:** To ensure that the City Center is conducive to pedestrian circulation.

**1 M All major building entrances shall be connected with the nearest public sidewalk by a walkway that is at least 8 feet wide (buildings set to the back of the sidewalk automatically meet this standard).**

Not applicable  Complies  Does not comply

**2 M A walkway shall be provided through any parking lot with more than 30 stalls. Such walkways shall be separated from any adjacent parking stalls by a planting bed at least 3 feet wide.**

Not applicable  Complies  Does not comply

**3 Walkways should be provided that allow pedestrians to walk safely between adjacent properties.**

Not applicable  Complies  Does not comply

**Open Space**

Page 12

**Intent:** To provide a variety of public spaces in association with individual buildings, so that, over time, there are numerous choices for gathering, meeting friends and associates, and enjoying good weather.

**1 M Every new building shall provide open space in an amount at least equal to 1% of the sum of the square feet of building are and the square feet of site area.**

Not applicable  Complies  Does not comply

**2 M Such space shall be located where is it visible and accessible from either a public sidewalk or a pedestrian connection.**

Not applicable  Complies  Does not comply

**3 M Such space shall include at least four of the following features:**

- Benches. Ledges are also acceptable, as long as they are 15 to 18 inches in height
- Plantings, including specimen trees, shrubs, and seasonal plantings
- Pedestrian-scale lighting
- Artwork
- Water feature(s)
- Trellis and/or shelter
- Decorative paving

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

▪ **Another feature not listed above**

Not applicable  Complies  Does not comply

**4** Between 25% and 75% of the area of the space should be hard-surfaced.

Not applicable  Complies  Does not comply

**5** The space and any art or water within it qualifies as bonus feature(s).

Not applicable  Complies  Does not comply

**Community Gateways**

**Intent:** To mark key intersections within and around the edges of City Center.

Page 13

**1 M At designated Gateways, there shall be a special feature provided at the corner of a site next to the street(s) and composed of at least two of the following elements:**

- **Seasonal plantings**
- **Flowering specimen trees**
- **Artwork**
- **Water feature(s)**
- **Public spaces**
- **Unique lighting**

Not applicable  Complies  Does not comply

**2** A gateway feature may be combined with a Public Space to meet both requirements.

Not applicable  Complies  Does not comply

**Building Guidelines**

**Building/Sidewalk Relationship**

**Intent:** To ensure that buildings within the City Center contain and enliven the streets and sidewalks.

Page 15

**1 M Within the City Center, it is expected that buildings will be oriented to the adjacent street, rather than to a parking lot or another structure. In general, building should be set relatively close to the back of the sidewalk, if not directly abutting it. The façade nearest the sidewalk should incorporate windows, entrances, canopies and other**

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**features (see other guidelines which address these elements).**

- Not applicable  Complies  Does not comply
- 2** Buildings may be set back from the sidewalk for the purpose of providing usable public space or forecourts, or to provide vegetative screening of parking structures.  
 Not applicable  Complies  Does not comply
- 3** Along Pedestrian Streets, it is expected that there will be relatively continuous façades lining the back of sidewalk.  
 Not applicable  Complies  Does not comply
- 4** Setting façades close to the street may be accomplished through base structures that extend out to the sidewalk, not necessarily the full height of the building.  
 Not applicable  Complies  Does not comply

**Street-Facing Entrances**

Page 16

**Intent:** To reinforce pedestrian activity and orientation and to enhance the liveliness of streets through building design.

**1 M Entrances to buildings shall be visible from the street and oriented toward the sidewalk to that access by foot is clear and convenient.**

- Not applicable  Complies  Does not comply

**2 Entrances shall be given a visually distinct architectural expression by two or more of the following elements:**

- **Taller bay(s)**
- **Projecting canopy**
- **Slightly recessed façade**
- **Set behind a forecourt**
- **Portico with distinctive roof form**

- Not applicable  Complies  Does not comply

**Street Level Uses and Transparency**

Page 17

**Intent:** To ensure that sidewalks are lined with activities that attract pedestrians.

**1 M The ground level façades of buildings that are oriented to particular streets shall have Pedestrian-Oriented Uses and transparent windows between an average of 2 feet and 10 feet above grade, according to the following:**



*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

Page 19

**M incorporates at least 6 of the following elements, which buildings along Boulevards and Other Streets shall include 4:**

- **Lighting or hanging baskets supported by ornamental brackets**
- **Medallions**
- **Belt courses**
- **Plinths for columns**
- **Shallow recesses**
- **Awnings**
- **Cornices**
- **Pilasters**
- **Kickplate for storefront window**
- **Projecting sills**
- **Tile work**
- **Pedestrian scale sign(s) painted on the windows**
- **Planter boxes**
- **An architectural element not listed above that meets the intent of this guideline**

Not applicable

Complies

Does not comply

**Treating Blank Walls**

**Intent:** To ensure that situations in which glass windows are not practical that there are still features that add visual interest and variety to the streetscape.

Page 20

**1 Where windows are not provided on walls or portions of walls longer than 30 feet which are visible from the public right-of-way, at least 4 of the following elements shall be incorporated:**

- **Masonry (but not flat concrete block)**
- **Concrete or masonry plinth at the base of the wall**
- **Belt courses of a different texture and color**
- **Projecting cornice**
- **Projecting metal canopy**
- **Decorative tile work**
- **Trellis containing plantings**
- **Medallions**
- **Opaque or translucent glass windows**
- **Artwork**
- **Vertical articulation**
- **Lighting fixtures**

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

- Recesses
- An architectural element not listed above that meets the intent of this guideline

Not applicable  Complies  Does not comply

**2 On Pedestrian Streets where windows are not provided, no more than 10 feet of unembellished surface shall be allowed.**

**M**

Not applicable  Complies  Does not comply

**Upper Level Setbacks**

**Intent:** To reduce the bulk of taller buildings, to reinforce a pedestrian scale on street frontages, and to allow for a reasonable visibility of the sky from street level.

Page 21

**1 Street-facing façades of buildings should step back. The amount of step back should be sufficient to create a distinct base.**

Not applicable  Complies  Does not comply

**2 Step backs shall be at least an average of 10 feet.**

**M**

Not applicable  Complies  Does not comply

**3 An upper level step back may incorporate a sloping roof.**

Not applicable  Complies  Does not comply

**Roof Expression**

**Intent:** To create a skyline that is visually interesting.

Page 22

**1 Buildings over 50 feet in height should incorporate features that create a visually distinctive roof form. The following are examples of such features:**

- Terraced step backs
- Pitched roof elements
- Projecting cornice elements
- Trellises along a parapet
- Geometric forms such as a dome or pyramid
- Change of colors of materials on the top floor

Not applicable  Complies  Does not comply



*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**2** **Freestanding parking structures shall incorporate the features listed in the above guideline on portions of the**  
**M façade above ground level. At ground level, they shall comply with the guidelines titled “Street Level Uses and Transparency,” “Weather Protection,” and “Ground Level Details.”**

Not applicable  Complies  Does not comply

**Gateway Locations Intent:** To identify and highlight major entrances into the City Center.

Page 25

**1** Within designated Gateway areas, buildings are encouraged to incorporate architectural features that are bold and dramatic. The following is a list of possible features:

- Tower forms at corners
- Landscaped forecourts
- Large entries
- High bay lobbies
- More intense color
- Accent lighting
- Unusual shapes or forms
- Artwork, such as a sculpture or mural

Not applicable  Complies  Does not comply

**Sign Guidelines**

**Pedestrian-Oriented Signs Intent:** To ensure that the City Center reinforces pedestrian activity and commerce and to convey an image for the City Center that is urban in nature rather than a collection of auto-oriented uses.

Page 27

**1** **Pole signs shall not be permitted on any street within the City Center. Generally, signs shall be affixed to building**  
**M façades. Monument signs, not to exceed 8 feet in height, are allowed on Boulevards and Other Streets. The area around the base of such signs shall be landscaped with shrubs and seasonal color.**

Not applicable  Complies  Does not comply

**2** **Freestanding signs shall not be permitted along any Pedestrian Street.**

**M**  Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

**3 Rooftop signs shall not be permitted within the City Center.**

- M**  Not applicable  Complies  Does not comply

**Integration with Architecture**

**Intent:** To ensure that signs are considered in the design of buildings and that the design of signs fits with the building they are associated with.

Page 28

**1 The design of buildings and sites shall identify locations and sizes for future signs. As tenants install signs, it is expected that such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development.**

- M**  Not applicable  Complies  Does not comply

**Creative/Artistic Elements**

**Intent:** To encourage businesses to employ graphic symbols, creative elements, lighting and other features to identify their products and services.

Page 22

**1 Signs should be creative, expressive, and individualized.**

- Not applicable  Complies  Does not comply

**2 Signs should convey the product or service offered by businesses in a bold, graphic form.**

- Not applicable  Complies  Does not comply

**3 Projecting signs, supported by ornamental brackets and oriented to pedestrians, are strongly encouraged.**

- Not applicable  Complies  Does not comply

**4 Neon may be used in an artful way in signs; however, simply outlining the roof or building in neon tubing shall not be allowed.**

- Not applicable  Complies  Does not comply

*Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.*

I/We \_\_\_\_\_, do hereby apply for approval of this Project Design Review for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



# Affidavit of Ownership

COMMUNITY DEVELOPMENT

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Stamp

**Property Owner:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

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## AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) \_\_\_\_\_, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF SNOHOMISH )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

NAME (print): \_\_\_\_\_

NAME (sign): \_\_\_\_\_

Notary Public in and for the State of Washington

Commission Expires: \_\_\_\_\_