



Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours
Monday - Friday
8:00am - 5:00pm
Plan Submittal
Accepted till 4:30pm

Municipal Code
Available online:
www.codepublishing.com/WA/LakeStevens/

DESIGN REVIEW

PLANNING & COMMUNITY DEVELOPMENT

Purpose of design review

Promote aesthetically pleasing and functional neighborhood and commercial developments in Lake Stevens with high-quality site design, landscaping, parking and architectural features.

Who reviews projects requiring design review?

Design review may be administrative or by the Design Review Board depending on the project.

- **Administrative design review** (LSMC 14.16C.020) is limited to small projects (valued at less than \$100,000) that change existing structures, facades, landscaping or site design. Administrative design review is a Type I permit reviewed with a related building or land use permit.
- The **Design Review Board** (LSMC 14.16C.050) is a citizen board who review and approve the urban design of major commercial, industrial, multifamily and planned residential applications, based on the City's adopted design guidelines.
- Development projects within an adopted subarea are subject to the Subarea Design Guidelines per LSMC 14.38.110 and require Design Review Board approval.

Review procedure

The City recommends that applicants attend a preapplication meeting, allowing the City to informally review proposals, before an applicant submits a full application. To request a preapplication meeting contact the Permit Center at (425) 377-3235

To apply, submit an application for the associated permit with the requisite permit materials along with specific design review materials, identified on the attached checklist.

City staff will review the proposal, prepare a staff report and recommendation, and schedule a public meeting with the Design Review Board and applicant to review the proposal.

The permit process will follow the review schedule of the related permit:

- Administrative approval will be concurrent with the permit decision; and
- Design Review Board approval must be granted before the City issues any permits.

Is Design Review Required for Individual Houses?

Design review is not required for the construction or remodel of individual residences. However, housing developments and subdivisions may require review.

How are Design Review Decisions Made?

City staff and the Design Review Board base their recommendations and decisions on the City's adopted *Design Guidelines*, available at City Hall or on the City's website.

Who Can I Talk to at the City of Lake Stevens Permit Center?

The Planning Division (425) 377-3235 coordinates the permit review process and would be your main point of contact for all design review questions.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Planning and Community Development Department for actual regulations and requirements.



Design Review Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Design Review Submittal Requirements:

- Administrative Design Review — Three hard copies in color and one electronic copy. Depending on type of development, Department will determine which plans are required.
- Design Review Board Review — Nine hard copies in color and one electronic copy of plans.

Applicant / Staff Verify

- ___ / ___ **Complete Application**
- ___ / ___ **Application Fee(s)**
- ___ / ___ **Buildings and Site Development Plans** at an engineering scale from 1 inch = 20 feet to 1 inch = 50 feet, showing:
 - ___ / ___ Location of all proposed structures, existing structures to be retained, and setbacks;
 - ___ / ___ Pedestrian and vehicular circulation with driveways/access points, sidewalks and pathways;
 - ___ / ___ Parking lot layout, design and when applicable, loading areas;
 - ___ / ___ Public improvements including sidewalks, curbs, gutters, etc;
 - ___ / ___ Plans/drawings depicting the relationship of the project to abutting properties and buildings;
 - ___ / ___ Building elevations and/or renderings drawn to scale showing the exterior color, material composition, & screening elements (include material samples and color chips);
 - ___ / ___ Roof plan including the location of mechanical equipment;
- ___ / ___ **All commercial projects require a lighting plan** illustrating the location, height and style of fixtures and identifying the amount of spillover on adjacent properties.
- ___ / ___ **Sign Plans** to scale showing sign location and appropriate setbacks from property lines;
 - ___ / ___ Sign dimensions, size height and length;
 - ___ / ___ A colored illustration of the proposed sign(s);
 - ___ / ___ An example of the type of materials(s) to be used for the sign with color samples;
 - ___ / ___ For wall signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same façade or common building wall;
- ___ / ___ **Landscape Plans.** Site plan at an engineering scale from 1 inch =20 feet to 1 inch = 50 feet, showing:
 - ___ / ___ All site plan elements described previously;
 - ___ / ___ Show the location of proposed plant materials, with a plant schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes;
 - ___ / ___ Location of any existing vegetation and trees to be retained;
 - ___ / ___ Photographs of proposed plant material; and
 - ___ / ___ Show proposed grading/topography, drawn to the same scale as the landscape plan.

The director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.