



Planning and Community Development
 1812 Main Street, P O Box 257
 Lake Stevens WA 98258
 Phone Number (425) 377-3235

To Be Completed By Staff	
Date Received:	_____
Staff Initials:	_____
Permit Number:	_____

Design Guideline Checklist

Lake Stevens Center 20th Street SE Corridor

Part One: Project Information (Applicant Complete)

Property Information	Site Address: _____			
	Assessor Parcel No: _____	Area of property _____	Sq Feet: _____	Acres: _____
	Land Use Designation: _____		Zoning: _____	
Applicant/Contact	Name/Company: _____			
	Address: _____		City/State/Zip: _____	
	Phone: _____		Applicants relationship to owner: _____	
	Fax: _____		Email: _____	

Part Two: Design Review Procedures per LSMC 14.16C.050(e) (Applicant Complete)

Below is a summary of required primary elements. See LSMC14.16C.050(e) for a complete list of requirements. Please provide seven color copies and one electronic copy of plans and drawings.

	Site Plan – Show existing and proposed structures, building setbacks, parking layout, location of public improvements, and landscaping to be retained.		Sign Plan – Show existing and proposed freestanding signs, wall signs, informational signs, and other signs.
	Landscape Plan – Provide plan showing existing/proposed buildings, vehicular and pedestrian circulation, proposed plant materials and locations, plant schedule, photos of proposed plants.		Building Elevations/Renderings – Provide project drawings that show exterior color, material composition and other design elements
	Building Material Samples and Color Chips – Provide samples.		
Signature (Applicant)			
Date			

Part Three: Design Guidelines (Applicant Complete)

Section II - Site Orientation and Design. Please indicate how your project addresses the principles found in *Subarea Design Guidelines* sections IIA – IIH. Identify where the specific elements are located on the plans. If the principle does not apply to your project, indicate why not.

A. Pedestrian Orientation & Streetscape	
1. Pedestrian Oriented Zone	
2. Street Landscaping	
3. Setbacks	
4. Site Landscaping	
5. Drive-through Use	
B. Architectural Landmarks & Gateways	
1. Structural Elements	
C. Plazas, Courtyards & Seating Areas	
1. Plazas, Courtyard & Seating	
D. Lighting	
1. Street Light	
2. Site Lighting	

<p>E. Crosswalks & Intersections.</p>	
<p>1. Crosswalks & Intersection Treatments</p>	
<p>F. Pedestrian Connections</p>	
<p>1. Pedestrian Pathways</p>	
<p>G. Parking Lots</p>	
<p>1. Configuration and Screening</p>	
<p>2. Landscaping</p>	
<p>3. Parking Structures</p>	
<p>H. Screening of Trash & Service Areas</p>	
<p>1. Service Areas</p>	
<p>Additional Comments:</p>	

Section III - Building Design. Please indicate how your project addresses the principles found in *Subarea Design Guidelines* sections IIIA – IIIE. Identify where the specific elements are located on the plans. If the principle does not apply to your project, indicate why not.

<p>A. Primary Orientation</p>	
<p>B. Ground Level Details</p>	
<p>1. Entrances</p>	
<p>2. Weather Protection</p>	
<p>3. Façade Details</p>	
<p>4. Blank Wall Treatments</p>	
<p>C. Massing and Articulation</p>	
<p>1. Massing</p>	
<p>2. Articulation</p>	
<p>D. Architectural Character</p>	
<p>1. Design Concept</p>	
<p>2. Building Material</p>	
<p>3. Windows</p>	
<p>4. Rooflines</p>	
<p>5. Screening Rooftop Equipment</p>	

<p>E. Signs</p>	
<p>1. Creativity and Quality Design</p>	
<p>2. Freestanding Signs</p>	
<p>3. Pedestrian-Oriented & Wall Signs</p>	
<p>Additional Comments:</p>	
<p>Section IV - Multifamily Neighborhoods. Please indicate how your project addresses the principles found in <i>Subarea Design Guidelines</i> sections IVA – IVC. Identify where the specific elements are located on the plans. If the principle does not apply to your project, indicate why not.</p>	
<p>A. Site Design</p>	
<p>1. Orientation</p>	
<p>2. Landscaping</p>	
<p>3. Outdoor Spaces</p>	

B. Parking and Access	
C. Building Design	
1. Pitched Roof Forms	
2. Design to Increase Privacy	
3. Architectural Character and Scale	
Additional Comments:	
Part Three: Design Guideline Criteria (City to complete)	
Yes	Project meets City of Lake Stevens Subarea Design Guidelines.
No	Project does not meet City of Lake Stevens Subarea Design Guidelines (explain on separate sheet and attach)
Signature (Director or Designee)	
Date	