



To Be Completed By Staff

Date Received: _____

Staff Initials: _____

Permit Number: _____

Design Guideline Supplementary Application

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 LSCM 14.16C.050(e) (Applicant Complete)

Below is a summary of required primary elements. See LSCM14.16C.050(e) for a complete list of requirements. Please provide two color copies and one electronic copy of plans and drawings.

<input type="checkbox"/>	Site Plan – Show existing and proposed structures, building setbacks, parking layout, location of public improvements, and landscaping to be retained.	<input type="checkbox"/>	Sign Plan – Show existing and proposed freestanding signs, wall signs, informational signs, and other signs.
<input type="checkbox"/>	Landscape Plan – Provide plan showing existing/proposed buildings, vehicular and pedestrian circulation, proposed plant materials and locations, plant schedule, photos of proposed plants.	<input type="checkbox"/>	Building Elevations/Renderings – Provide project drawings that show exterior color, material composition and other design elements
<input type="checkbox"/>	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 *City of Lake Stevens Design Guidelines* sections II A – II H. 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	

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

Section III - Building Design. Please indicate how your project addresses the principles found in *City of Lake Stevens 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.

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

E. Signs	
1. Creativity and Quality Design	
2. Freestanding Signs	
3. Pedestrian-Oriented & Wall Signs	
Additional Comments:	
Section IV - Multifamily Neighborhoods. Please indicate how your project addresses the principles found in City of <i>Lake Stevens 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.	
A. Site Design	
1. Orientation	
2. Landscaping	
3. Outdoor Spaces	

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 Design Guidelines.
No	Project does not meet City of Lake Stevens Design Guidelines (explain on separate sheet and attach)

**Signature
(Director or Designee)**

Date