



Planning & Community  
Development Department  
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[www.lakestevenswa.gov](http://www.lakestevenswa.gov)

Office Hours  
Monday - Friday  
9:00am - 4:00pm  
Plan Submittal  
Accepted till 4:00pm

Municipal Code  
Available online:  
[www.codepublishing.com/WA/LakeStevens/](http://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) 622-9430.

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) 622-9430 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.*