

# LAND USE APPLICATION



## DESIGN REVIEW COMMUNITY & ECONOMIC DEVELOPMENT

18204 59<sup>th</sup> Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

<b>FOR AGENCY USE</b>	<b>Date:</b>	<b>File:</b>	<b>Fee: \$</b>
<b>DESIGN REVIEW TYPE</b>			
<b>Type of Design Review</b>	<input type="checkbox"/> Administrative <input type="checkbox"/> Board	<b>Required Submittals</b> (Check All That Apply)	<input type="checkbox"/> Design Review Submittal Requirements Checklist <input type="checkbox"/> Design Standards Compatibility Matrix <input type="checkbox"/> Elevations
<b>SITE INFORMATION</b>			
<b>Project Name</b>			
<b>Site Address</b> (Use block # if no bldg. #)		<b>Tax Parcel ID Number(s)</b>	
<b>Acreage &amp; Square Footage Of Property</b>		<b>Zoning Classification</b>	
		<b>Use Classification No.</b>	
	<b>OWNER</b>	<b>APPLICANT</b>	<b>CONTACT</b>
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			
<b>Relationship of Applicant to Property (check one)</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Lessee <input type="checkbox"/> Other: _____
	<b>PROJECT ARCHITECT</b>	<b>PROJECT ENGINEER</b>	<b>PROJECT SURVEYOR</b>
<b>Name</b>			
<b>Full Address</b>			
<b>Phone Number</b>			
<b>E-mail</b>			

**APPLICANT CERTIFICATION**

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Arlington Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

**REAL PROPERTY OWNER CERTIFICATION**

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

- 1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_



# City of Arlington

18204 59<sup>th</sup> Avenue NE  
 Arlington, Washington 98223  
 (360) 403-3551

Received  
 Stamp

## Design Review - Submittal Requirements

➤ **The number indicates the item is required for submittal and the number of copies required** **General Information Meeting Date:** \_\_\_\_\_  
**Submittal Date:** \_\_\_\_\_

Submittal Requirements	Complete Submittal Item?			Design Review (Administrative & Board)
	Yes	No	N/A	
<b>General Application:</b>				
Land Use Application Form & Submittal Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Aerial Photo of Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Development Design Standards Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Dumpster Details & Location (including screening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Lighting Cut Sheets with Lighting Locations on Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Proposed Building Materials & Paint Color List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Review Fee <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
USB Flash Drive with PDF's of Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<b>Site Plans:</b>				
Site Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Landscape Plan <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Color Elevations <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Reduced Plan Sets (11x17) - All Above Site Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

**NOTES:**

1. See Development Design Standards for Building and Site Requirements
2. See the City of Arlington Adopted Fee Schedule.
3. See Site Plan Requirements.
4. See Color Elevation Requirements.

**FOR CITY USE ONLY**

- This application is complete.
- This application is incomplete. See items noted above.
- These submittal requirements are for the City of Arlington permits only. Additional permits may be required by federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.

\_\_\_\_\_  
 Community Development Representative \_\_\_\_\_  
 Date



# DEVELOPMENT DESIGN STANDARDS CHECKLIST

## COMMUNITY & ECONOMIC DEVELOPMENT

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### ELEVATION SHEET(S)

- Title Block (centered at top of drawing) that includes the following:
  - City of Arlington
  - Name of Proposed Development
  - File No. (call for correct number)
  - Section, Township, & Range
  
- Elevation Drawings:
  - Key
  - North, South, East, and West Building Colored Elevations
  - Elevations Showing Modulation and Articulation of Building
  - List of Proposed Paint Color Schedule
  - Schedule of Proposed Materials
  - Label Architectural Features
  
- Architectural Standards: Show that the Proposal Meets Development Design Standards
  - 1.0 Street Character and Liveliness
  - 2.0 Pedestrian Environment
  - 3.0 Landscape Design
  - 4.0 Transition Between Occupied Spaces and Street
  - 5.0 Neighborhood Character
  - 6.0 Adjacent Properties
  - 7.0 Siting
  - 8.0 Transit Facilitation
  - 9.0 Architectural Character
  - 10.0 Character and Massing
  - 11.0 Architectural Elements
  - 12.0 Exterior Finish Materials
  - 13.0 Parking Garages
  - 14.0 Mixed-Use Buildings
  - 15.0 Old Town Business District (if applicable)
  
- Outdoor Lighting Plan:
  - Lighting Locations
  - Lighting Fixtures and Details
  - Lighting Cut Sheets
  - Lighting Zones



**SITE PLAN CHECKLIST**  
**COMMUNITY & ECONOMIC DEVELOPMENT**

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**COVER SHEET**

- Title Block (centered at top of drawing) that includes the following:
  - City of Arlington
  - Name of Proposed Development
  - File No. (call for correct number)
  - Section, Township, & Range
- Site Information:
  - Site Address (use block # if no bldg. #)
  - Zoning Classification
  - Airport Protection District Subdistrict
  - Use Classification (from AMC 20.40)
  - Legal Description
  - Tax Parcel ID Number
  - Density & Dimensional Calculations
    - Lot(s) Size (both in acreage and square feet)
    - Lot Dimensions (length, width)
    - Lot Number Labels (if applicable)
    - Number of Lots (if applicable)
    - Proposed Residential Density (if applicable)
    - Building Setback (for existing, proposed, & relocated bldgs. on site)
    - Building Height (for existing, proposed, & relocated bldgs. on site)
    - Total Lot Coverage (impervious surface)
  - Recreational & Open Space Calculations (if applicable)
  - Adjacent Street Names & Classifications
  - Required Parking Space Calculations (required & proposed)
  - Required Bicycle Rack Spaces
  - Screening Types Provided (indicate for each lot line)
  - Utility Provider (sewer & water)
  - Critical Area Types Located On-Site and Associated Buffers (if applicable)
  - Shoreline Classification (if applicable)
  - FEMA Flood Zone Designation (if applicable)
- Sheet Index
- Date Plans Were Prepared
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Engineer, Surveyor, & Landscape Architect

## **SITE PLAN SHEET**

- Title Bar (locate along right edge of sheet) that includes the following:
  - Date Drawing was Prepared or Revised
  - Project Name & Location
  - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North Arrow, Graphic Scale (1" = 50' or larger) and Legend
- Existing Lot Lines Within or Adjacent to the Project Site
- Existing and Proposed Rights-of-Way (include dimensions & street name)
- Existing and Proposed Easements (include dimensions)
- Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site per AMC 20.93
- Existing and Proposed Native Growth Protection Areas
- Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines
- Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- Building Elevations (all sides for proposed or expanded buildings only – color renderings preferred)
- Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- Electric Vehicle Parking Space Locations & Dimensions
- Refuse Bin Location (including screening details)
- Lighting Details (building exterior, site, & parking area)
- Site Ingress/Egress (existing and/or proposed)
- Frontage Improvements with Dimensions (if required)
- Proposed Right-of-Way Dedication (include dimensions & square footage)
- Adjacent Parcels with Parcel Numbers

## **LANDSCAPE PLAN SHEET**

- Title Bar (locate along right edge of sheet) that includes the following:
  - Date Drawing was Prepared or Revised
  - Project Name & Location
  - North Arrow and Graphic Scale
  - Name, Address, & Phone Number of Applicant, Owner, & Landscape Architect
- Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- Tree, Shrub, and Lawn Planting Details
- Location and Spacing of all Trees, Shrubs, and Plants (including existing trees to be preserved)
- Irrigation Details (if required)
- Parking Area Shading Calculation (see AMC 20.76.130)
- Dimensions and Square Footage for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping
- Percentage of Total Lot Landscaping
- Location of Existing Significant Trees (signify which significant trees will be removed)
- Location of Where Replacement Trees are to be Planted (if applicable)
- Table including the Number of Trees and Species to be Removed