LAND USE APPLICATION

DESIGN REVIEW

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59th Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

FOR AGENCY USE	Date:	File:	Fee: $
DESIGN REVIEW TYPE			
Type of Design Review	☐ Administrative ☐ Board	**Required Submittals** (Check All That Apply)	☐ Design Review Submittal Requirements Checklist ☐ Design Standards Compatibility Matrix ☐ Elevations
SITE INFORMATION			
Project Name			
Site Address (Use block # if no bldg. #)		**Tax Parcel ID Number(s)**	
Acreage & Square Footage Of Property		**Zoning Classification**	
		Use Classification No.	

	OWNER	APPLICANT	CONTACT
Name			
Full Address			
Phone Number			
E-mail			
Relationship of Applicant to Property (check one)	☐Owner ☐Contract Purchaser ☐Lessee		☐Other: _____

	PROJECT ARCHITECT	PROJECT ENGINEER	PROJECT SURVEYOR
Name			
Full Address			
Phone Number			
E-mail			

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 59th 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? Yes	No	N/A	Design Review (Administrative & Board)
General Application:				
Land Use Application Form & Submittal Checklists	☐	☐	☐	1
Project Narrative	☐	☐	☐	1
Aerial Photo of Site	☐	☐	☐	1
Vicinity Map	☐	☐	☐	1
Design Standards Compatibility Matrix	☐	☐	☐	1
Dumpster Details & Location (including screening)	☐	☐	☐	1
Lighting Cut Sheets with Lighting Locations on Site Plan	☐	☐	☐	1
Proposed Building Materials & Paint Color List	☐	☐	☐	1
Review Fee[1]	☐	☐	☐	1
USB Flash Drive with PDF's of Submitted Documents	☐	☐	☐	1
Site Plans:				
Site Plan[2]	☐	☐	☐	2
Landscape Plan[2]	☐	☐	☐	2
Color Elevations[3]	☐	☐	☐	2
Reduced Plan Sets (11x17) - All Above Site Plans	☐	☐	☐	2

NOTES:

1. See the City of Arlington Adopted Fee Schedule.
2. See Site Plan Requirements.
3. 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

11/2021

Design Standards Compatibility Matrix

No.	Standards	Staff Findings
2.1	**Pedestrian Environment - Access to Buildings from the Street**	
2.1.3(a)	Provide clearly marked entries from the street. Entries from parking lots shall be subordinate to those related to the street.	
2.1.3(b)	Parking garage entries shall be designed to complement, but not to subordinate the pedestrian entry.	
2.1.3(c)	Parking lots and garages, when possible, will be accessed from alleys or side streets.	
2.2	**Pedestrian Environment – Screening Blank Walls and Retaining Walls**	
2.2.3(a)	Buildings may not orient large areas of blank walls to the street.	
2.2.3(b)	Ends of buildings shall be designed and articulated with the windows and other architectural elements.	
2.2.3(c)	Screen blank walls with landscaping, architectural features, or art. Examples of such treatment include, but are not limited to:	
2.2.3(c)1	Installing trellises for vines and other plant material in conjunction with a planting strip.	
2.2.3(c)2	Provide landscaped planting beds.	
2.2.3.(c)3	Incorporating artwork (a mural, sculpture, relief, etc.) on the wall surface.	
2.2.3(c)4	Incorporating decorative tile, or masonry of varying materials or patterns.	
2.3	**Pedestrian Environment - Service Element Screening**	
2.3.3.1	Use generous and appropriate plant material in well maintained planting beds to create a visual buffer to service elements. Vegetation shall be of hardy native varieties and must be at least 50% non-deciduous to provide screening throughout the year. Incorporate planting beds and low planter walls as part of the architecture. Provide a framework of plants to grow on like an arbor or trellis.	

No.	Standards	Staff Findings
2.3.3.2	Provide a durable and attractive structure to screen dumpsters and trash areas (*not* chain link or even slatted chain link). Trash areas may not open directly onto the sidewalk. Dumpsters must never be located in the pedestrian right-of-way.	
2.3.3.3	Utility meters, electrical conduit, and other service lines may not be mounted on the façade facing the street and should not be visible from the street.	
2.3.3.4	Gutter downspouts on the front façade shall be visibly integrated into the design of the building.	
2.4	**Pedestrian Environment - Screening Parking Lots**	
2.4.3.1	All parking lots and storage, loading, or maintenance areas within visual proximity of the public sidewalk shall be screened from the sidewalk by one of these two methods:	
2.4.3.1(a)	Provide a screen wall at least 2-1/2 feet high, of durable and attractive materials. Incorporate a continuous trellis of grillwork with climbing plants.	
2.4.3.1(b)	Provide a landscaped perimeter bed or hedge as shown.	
2.4.3.2	Fences around parking areas shall be decorative iron, masonry, rock, wood, or similar permanent material and not be more than 70% solid.	
2.7	**Pedestrian Environment - Lighting Design**	
2.7.3.1	Provide indirect light to the sidewalk below lighting elements in the street environment like trees, walkways, canopies and entryways.	
2.7.3.2	Provide pedestrian scale lighting with 10'-12' pole heights throughout residential and shopping streets and parking areas. Lighting bollards 3'-4' in height can illuminate paths and walkways.	
2.7.3.3	Shield the source of the light to reduce glare to public thoroughfares and adjacent properties.	
2.7.3.4	Large pole mounted lighting may be inappropriate around residences if not properly sited and directed to eliminate glare.	

No.	Standards	Staff Findings
2.7.3.5	Exterior lighting shall be an integral part of the architectural and landscape design of any project. Fixture style and design should be compatible with the building design, while providing appropriate and safe levels of lighting. Use lighting to accent architectural features of a building.	
3.1	**Landscape Design - Continuity Along the Street**	
3.1.3.1	Infill development on existing streets shall enhance and preserve the distinctive, positive qualities of the streetscape.	
3.1.3.2	There are several ways to enforce the landscape design character of the local neighborhood, any of which may be appropriate (see adjacent notes). <u>Reinforcing the Existing Landscape Character</u> *Street trees*—If a street has a uniform pattern of street trees, plant new street trees that match (preferable) or complement the species in color, ultimate size and other physical characteristics. *Similar plant materials*—The lots on many streets feature plant materials typical of a particular historic period or neighborhood. Emphasis on these species will help a new project fit into the local context. *Similar landscape designs*—Some streets feature lawns and symmetric, formal, clipped plantings while other streets feature more naturalistic, asymmetric plantings. *Similar construction materials, textures, colors, or elements*—Extending a low brick wall, using paving similar to a neighbors' or employing similar stairway construction are ways to achieve greater design continuity. *Similar landscape fixtures and levels*—Using consistent pedestrian scale light fixtures help create continuity of scale and light level.	
No.	**Standards**	**Staff Findings**

	Landscape Design – Parking Lots	
3.2.3.1	As well as providing a landscaped or screened perimeter, integrate deciduous trees and planting beds into the parking areas.	
3.2.3.2	Landscaping should be drought resistant. Drip Irrigation is encouraged for all planting beds. Indigenous varieties of plant species are recommended.	
3.2.3.5	Tree locations shall be coordinated with the parking area luminaires and utility locations to ensure minimum light levels are maintained after tree maturation.	
4.1	**Transition Between Occupied Spaces and Street**	
4.1.3.1	Provide appropriate screening and buffering to create a physical separation between pedestrians on the sidewalk and the windows of occupiable units.	
4.1.3.2	Raise ground level windows and/or provide general landscaping as a transition, where building setbacks are minimal and the privacy of the occupants is compromised.	
4.1.3.3	Partially enclosed outdoor occupiable areas, like porches, provide a transition to occupants and a zone that encourages social interaction between neighbors.	
4.1.3.4	When appropriate, define courtyards and yard with landscaping and low fences. Fences that face the street should be more than 70% solid.	

No.	Standards	Staff Findings
4.1.3.5	Chain link fences, having a negative character, are not an appropriate edge along sidewalks and shall not be used.	
5.1	**Neighborhood Character - Creating Streetscape Compatibility**	
5.1.3.1	Site buildings on a property to acknowledge and reinforce the existing characteristics of the street. In established neighborhoods set the building back from the street approximately the same distance as neighboring buildings.	
5.2	**Neighborhood Character - Orienting the Building to the Street**	
5.2.3.1	All buildings shall provide a front face to the street. Building facades shall relate to the street.	
5.2.3.2	Buildings shall not be sited in ways that make their entrances or intended use unclear to approaching visitors.	
5.2.3.3	The main approach to any building should not be off a parking lot. Avoid parking cul-de-sacs in suburban development that impede pedestrian circulation.	
5.2.3.4	Provide clear pedestrian entries from the street and not just from adjacent parking areas.	
5.2.3.5	Compose architectural elements to add interest to the building facade.	
5.3	**Neighborhood Character - Compatibility within Emerging Centers**	
5.3.3.1	Within the context of higher density, mixed residential and commercial zones, buildings shall be sited to orient to the street and respect adjacent residential projects.	
5.3.3.2	Residential uses are compatible with other uses if sited properly to take into account views of parking and negative building services like trash areas, and pedestrian circulation. Certain late-night uses may not be as compatible and shall be sited accordingly.	
6.1	**Retaining Privacy and Solar Access**	
6.1.3.1	New buildings that project beyond the homes on adjacent lots shall be carefully designed to reduce their impacts. Buildings can address this issue in several recommended ways:	

No.	Standards	Staff Findings
6.1.3.1(a)	Limit the length and height of the projection into the rear yard area to reduce impact on neighbors' yards.	
6.1.3.1(b)	Step back the upper floors or increase the side setback so that sunlight is not totally blocked from reaching adjacent yards.	
6.1.3.1(c)	Windows, decks, and balconies overlooking neighboring yards shall be minimized and/or screened to enhance privacy.	
6.2	**Parking Adjacent to Residences**	
6.2.3(a)	Parking, except on the street edge, shall not be located between the residences and the street. Surface parking which cannot be located to the rear of the development may be located toward the side if screened from adjacent residences. Provide a screening wall to buffer the visual and audible impacts of automobiles. The height of the screen shall be sufficient to prevent direct views from the parking lot into the first floor of the residential units on adjacent lots and block headlights.	
6.2.3(b)	Provide screening walls of solid and attractive materials, such as masonry, ironwork, rock or wood (but not chain link), or landscaping.	
6.2.3(c)	Provide trees, trellises or other coverings that reduce the views of parking lots from neighboring homes.	
6.2.3(d)	Locate and aim parking lots and other site lighting so that it does not cause glare and intrusive light patterns into neighboring residential properties. Lighting shall be of a pedestrian scale with pole heights and lighting fixtures that reduce glare.	
7.1	**Creating Usable Open Space**	
7.1.3.1	Organize and site buildings to create usable open space by creating one or more of the following:	
7.1.3.1(a)	Well landscaped courtyards to be usable by the occupants and visible from the units to enhance security.	

No.	Standards	Staff Findings
7.1.3.1(b)	Individual outdoor spaces for all ground floor units.	
7.1.3.1(c)	Rooftop decks, balconies and well defined patios.	
7.1.3.1(d)	Play areas for children, located away from the street edge and parking lots.	
7.1.3.1(e)	Group or individual gardens/small plots for residents' use.	
7.1.3.2	Open space must be large enough to accommodate human activity and seating. Balconies must be at least 6' deep.	
7.1.3.3	Orient outdoor spaces to receive sunlight. When possible, orient spaces to face east, west, or preferably south.	
7.1.3.4	Provide paths, site furniture, lighting, and elements that will make outdoor spaces more enjoyable and better used.	
7.1.3.5	Multi-family residential building complexes shall acknowledge and provide recreation activity space for toddlers and other children.	Not applicable, this is not a multi-family residential development
7.2	**Siting – Siting Parking Areas**	
7.2.3.1	Locate parking lots for more than one car to the sides and rear of buildings. Parking lots shall not be located in front yards.	
7.2.3.3	Do not allow driveways and garages to dominate the street front.	
7.2.3.4	Provide access to parking off of alleys when available, to reduce curb cuts across sidewalks.	
7.2.3.5	Provide on-street parallel parking when appropriate.	
7.2.3.6	Provide clear, well-lit paths from parking areas to the street and building entrance.	
7.3	**Siting – Siting Service Elements**	
7.3.3.1	Locate service areas to not have a negative visual or physical impact on the street environment.	
7.3.3.2	Site and/or screen mechanical equipment so as not to be seen from the sidewalk.	

No.	Standards	Staff Findings
7.3.3.3	When possible, locate services for trash, recycling and loading in an enclosed service room off an alley, side drive or within a parking garage.	
7.3.3.4	When service elements must be visible from the street follow 2.3.3.2 Screening Dumpsters and Trash Areas.	
7.3.3.5	Pedestrian access shall not be blocked by service elements.	
7.3.3.6	Service elements like mailboxes, utility meters, trash facilities and lighting shall be incorporated into the overall design of the project.	
8.1	**Integrating Transit into Site Planning**	
8.1.3.1	In projects of greater than twenty (20) leasable units, project applicants shall identify (to the reviewers) transit alternatives and existing transit stops within close proximity to the occupants of the project.	
8.1.3.2	If accessibility to transit by the occupants can be enhanced, place new transit stops in coordination with the transit provider.	
8.1.3.3	Incorporate when possible a shelter as an integral part of the building design.	
8.1.3.4	Place any large parking areas at the side or rear of the site.	
8.1.3.5	Connect building entrances, transit facilities, and parking areas by paved sidewalks.	
8.1.3.6	Design a site free of pedestrian barriers. (Good design intentions like walls, swales, and landscaping can obstruct pedestrian travel.)	
8.1.3.7	Provide pedestrian facilities like benches with back rests, trash containers, clear signage, pedestrian lighting and well maintained landscaping adjacent to transit stops.	
8.1.3.8	Orient building entrances toward transit facilities, and clearly mark routes to those facilities.	

No.	Standards	Staff Findings
8.2	**Pedestrian Circulation in Multi-family Complexes**	
8.2.3.1	Multi-family complexes shall not be isolated enclaves separated from each other and commercial development by fences, walls, and parking lots.	
8.2.3.2	Provide well-lit and landscaped pedestrian paths from residences to other residential complexes, the street edge and adjacent commercial properties.	
8.2.3.3	All multi-family residential buildings shall front streets not parking lots. Entrances shall be clearly visible from the street edge sidewalk, not oriented toward parking lots.	
8.2.3.4	Reduce the size of parking lots by providing clear pedestrian paths through larger lots. Mark pedestrian route with changes in paving and landscaping.	
8.2.3.5	Combine driveways to reduce the danger and inconvenience to pedestrians.	Not applicable, this is not a multi-family development
9.1	**Architectural Character – Consideration of Site Conditions**	
9.1.3.1	The design of a building, its location on the site, and its layout shall respond to specific site conditions.	
9.1.3.2	Site characteristics to consider in the design of a building include the following:	
9.1.3.3	Topography - Reflect natural topography rather than obscure it. For Instance, buildings shall be designed to "step up" hillsides to accommodate significant changes in elevation.	
9.1.3.4	Topography - Where neighboring buildings have responded to similar topographic conditions on their sites in a consistent and positive way, consider similar treatment for the new structure.	The building is existing on a flat site. Adjacent building sites are also flat
9.1.3.5	Topography - Designing the building in relation to topography may help to reduce the visibility of parking garages.	
9.1.3.6	Solar Orientation - The design of a structure and its massing on the site can enhance solar exposure for new development and minimize impacts on adjacent structures and public areas.	

No.	Standards	Staff Findings
9.1.3.8	Site Size and Configuration - On small, narrow sites or sites with frontage on narrow streets, massing and design can minimize the perception of building bulk, minimize impacts on adjacent development and enhance conditions for on-site open space.	
9.1.3.9	Natural Features - Reflect natural features like views, stands of trees, and open space by providing views and pedestrian access to these amenities.	
9.1.3.10	Pedestrian Oriented Shopping Street - Reinforce the streetscape with shops at ground level and pedestrian amenities.	
9.1.3.11	Existing Structures on the Site - Where a new structure shares a site with an existing structure or is a major addition to an existing structure, designing the new structure to be compatible with the original structure will help it fit in.	
9.2	**Architectural Character – Unifying Design Concept**	
9.2.3.1	All buildings shall be visibly organized by a clear design concept. Examples of some concepts include:	
9.3.2(a)	Axial Symmetry: A formal organization that balances equal elements and features around a vertical plane common in classical revival and colonial style buildings.	
9.2.3(b)	Asymmetric Balance: A dissimilar, yet harmonious composition of numerous similar or complementary forms. The composition reflects the local context, site conditions or building function.	
9.3.2(c)	Courtyard Organization: Groupings of building elements to help clearly define usable outdoor spaces.	
9.2.3(d)	Major Architectural Element: Focus around a strong architectural element like an arcade, a gallery or a major entry.	
9.3.2(e)	Terracing: Dividing a building into horizontal terraces that step down a steep slope can reduce the building's impact on the site and provide usable decks.	

No.	Standards	Staff Findings
9.2.3(f)	Environmental Response: Basing the design on significant views, solar orientation, siting for usable outdoor spaces, etc.	
9.3	**Architectural Character - Compatibility with Neighbors**	
9.3.3.1	The project proponent shall submit materials that document the existing architectural character of the street or area and define the aspects of the context that are most important. The project plans should identify the ways the project incorporates these aspects.	
9.3.3.2	Unless there is an overriding concern or a poorly defined context, new building shall reflect the architectural character of surrounding buildings in some of the following ways:	
9.3.3.2(a)	A unifying design concept	
9.3.3.2(b)	Similar proportions, scale and roofline	
9.3.3.2(c)	Complimentary architectural style and exterior finish materials	
9.3.3.2(d)	Complimentary patterns and proportions of windows	
9.3.3.2(e)	Similar entry configuration and relationship to the street	
9.3.3.2(f)	Complimentary architectural details or features	
10.1	**Character and Massing - Articulation and Modulation -**	
10.1.4.1	Use modulation and articulation in a clear rhythm to reduce the perceived size of all large buildings.	
10.1.4.2	Buildings shall be divided and given human scale by using articulation and/or modulation at 40-foot to 50-foot intervals.	
10.1.4.3	There are a number of ways of articulating a building to divide up its mass and reduce its apparent size. Some are listed here and should be combined for the best results:	

No.	Standards	Staff Findings
10.1.4.3(a)	Facade modulation: Stepping back or extending forward a portion of the façade at least 6 feet (measured perpendicular to the front façade) for each interval.	
10.1.4.3(b)	Fenestration patterns that repeat at intervals at least equal to the articulation interval.	
10.3	**Character and Massing - Rooflines**	
10.3.3.1	Consideration shall be given to the design of a building's roofline. The design of the roof should employ at least one of the following:	
10.3.3.1(c)	Prominent cornice or fascia that emphasizes the top of the building.	
10.3.3.2	No roof mounted mechanical equipment shall be visible from the sidewalk or roadway of the adjacent street.	
11.1	**Architectural Elements - Human Scale**	
11.1.4.1	All buildings shall incorporate well-proportioned architectural features, elements and details to achieve good human scale.	
11.1.4.2	Below are some elements that lend human scale:	
11.1.4.2(a)	Entry details like porches and recesses;	
11.1.4.2(c)	Window details like vertically proportioned window openings which are recessed into the face of the building and broken up with smaller panes of glass;	
11.1.4.2(d)	Roof details like brackets, chimneys, roof overhangs of at least 18' (measured horizontally), or a roof cornice element at least 12' in width (measured vertically).	
11.2	**Architectural Elements - Building Features**	
11.2.3.1	Use building features to reflect the space within a building, to reinforce site conditions like a corner or courtyard and to articulate building modulation.	
11.2.3.2	Building features shall be consistent and unified with the overall architectural design of the building. Each element shall be articulated and proportioned to relate with the building as a whole.	

No.	Standards	Staff Findings
11.2.3.3	Use changes of materials to enhance building features.	
11.2.3.4	No buildings may have large areas of blank wall surfaces. Use architectural features and elements to enhance all building face.	
11.2.3.5	Building features can include some of the following:	
11.2.3.5(a)	Setback of the upper floors and roof decks.	
11.2.3.5(b)	Strong corner feature like a turret or comer entry.	
11.2.3.5(c)	Porches and balconies at least 6' deep.	
11.2.3.5(d)	Habitable roofs with dormer windows.	
11.3	**Architectural Elements - Entries**	
11.3.3.1	All buildings shall have a principal entry visible from the street, (or a marked, paved and well lit pathway). All entries shall be convenient from the sidewalk.	
11.3.3.3	Entries shall be highlighted by building elements (like stairs, roofs, special fenestration, etc.).	
11.3.3.4	Provide a recess, porch or other protected exterior area that encourages human activity (resting, meeting, waiting, etc.).	
11.3.3.5	Highlight the entry area with pedestrian scaled lighting and distinctive architectural elements and details.	
12.1	**Exterior Finish Materials - Appropriate Materials**	
12.1.3.1	Building exteriors shall be constructed of durable and easily maintainable materials that are attractive at close distances.	
12.1.3.2	Materials that have an attractive texture, pattern or quality of detailing are encouraged.	
12.1.3.3	Siding shall reflect in texture and color typical Northwest building materials like wood siding and shingles, brick, stone and terra-cotta tile.	
12.1.3.8	Concrete walls shall be enhanced by texturing, coloring with a concrete coating or admixture, or by incorporating embossed or sculpted surfaces, mosaics or artwork.	
12.1.3.9	Concrete block walls shall be enhanced with textured blocks and colored mortar, decorative bond pattern and/or incorporating other masonry materials.	

No.	Standards	Staff Findings
15.2	**OTBD - Site Design and Massing**	
15.2.2.1	Setbacks— See AMC 20.48.040 Building Setback Requirements and 20.46.050 Site Design in the Old Town Business Districts (1,2 and 3)	
15.2.2.2	Building Height— The maximum building height for all buildings in the Central Business District is set by AMC20.48.060 Building Height Limitations. Although there is no minimum height requirement at present, it is strongly encouraged that new construction includes, or at least plans for, development of additional stories. The allowable mixed-use functions of multi-story buildings are recognized as furthering the economic well-being, vitality, security, and historic character of the OTBD that makes Arlington an attractive town.	
15.2.2.3	Lot Coverage—The maximum allowable lot coverage is set by AMC §20.48.064 Maximum Impervious Surface Lot Coverage.	
15.2.2.4	Building Orientation—Building façades and primary entries shall be oriented toward the principle street bordering the lot. Buildings located on corner lots shall treat both façades as if they were both facing the principle street. However, façades facing the secondary street need not provide building entries. For related information see 11.3 Entries	
15.2.2.5	Off-Street Parking, Location—Off-street parking shall be located to the rear of buildings located on Olympic Avenue. Off-street parking shall be located to the rear or side of other buildings in other areas of the Central Business District 1.	

No.	Standards	Staff Findings
15.2.2.6	Off-Street Parking, Screening—Parking lots with the capacity of 3 or more cars and that are visible from public rights-of-way, or are located within 20 feet of residential-zoned property, shall be screened from view by wood, brick, concrete block, or wrought iron walls or fencing, or by trees, shrubs, trellises, or other landscaping elements. The selected plant materials should be suitable to their location and to the Arlington climate. They shall be maintained, and provided with a viable system of irrigation. Plant screening shall be effective within four years of planting. Parking lot lighting shall be shielded from intruding onto neighboring property.	
15.2.2.7	Alleys—Public rights-of-way in alleys shall be kept clear. Services and parking shall be screened according to Sections 15.2.2.6 and 15.2.2.8.	
15.2.2.8	Screening of Service Elements—Service elements that are in public view shall be screened from view with a combination of wood, brick, concrete block, or wrought iron walls or fencing, or with landscape materials. (See Section 15.2.2.6 for other landscaping requirements.) Openings to the service area shall be located away from the sidewalk. The services and their screening shall be located outside of the public right-of-way.	
15.3	**OTBD - Architectural Design**	
15.3.2.1	Horizontal Divisions—Primary façades shall be divided into three basic horizontal divisions:	
15.3.2.1(a)	The base, consisting of storefronts, and with permanently fixed sidewalk canopies that separate the base from the middle division. (See Section 15.3.2.8 for other sidewalk canopy requirements.);	
15.3.2.1(b)	The middle, consisting of first-story clerestory windows, and/or second-story windows, intermediate panels or decorative bands, and trim;	
15.3.2.1(c)	The cap, consisting of the roofline or parapet shape, along with overhangs, cornices, and/or other parapet and roofline trim (figure 92).	

No.	Standards	Staff Findings
15.3.2.2	Vertical Divisions—Primary façades shall be divided vertically by the use of organizing elements such as columns, pilasters, or panels. No façades open to public view shall consist of unarticulated blank walls. Vertical divisions shall form bays with either a maximum width of 12'-0", or be no greater than 1/3 of the building's overall width, whichever is smaller. Vertical divisions shall minimally extend for one-half of the total overall height of the building.	
15.3.2.3	Ground-Floor and Storefront Fa*çades*—The base of ground floor, street-facing storefronts shall be composed of impact- resistant materials of wood, stone, brick, stucco, concrete, or tile. (See Section 15.3.2.9 for other requirements.) It shall be a minimum of 18" in height measured from its lowest point along the sidewalk. It shall serve to separate the storefront glazing from the adjacent sidewalk.	
15.3.2.4	Storefront façades shall consist of no less than 65% glass display windows with trim unless alternative proposal is provided accomplishing the same intent with compatible architectural treatments. Entry doors shall be recessed where possible, and shall conform to all other Building Code regulations for barrier- free accessibility for sidewalk encroachment, etc. Entry systems shall consist of commercial-quality wood, aluminum, or steel framing with steel doors. Door glazing shall be a minimum of 65% with transom glazing wherever possible. The vertical divisions in the storefront system shall continue to relate to the vertical divisions of the upper-floor façades.	

No.	Standards	Staff Findings
15.3.2.5	Upper-Floor Façades —Upper-floor structural elements, windows, and panels shall conform to the vertical and horizontal divisions described in Sections 15.3.2.1 and 15.3.2.2. The resulting pattern of elements shall continue to relate to the pattern of street-level façade elements. Materials shall consist of wood, stone, brick, concrete, stucco or stucco-finished exterior insulation finish systems (EIFS), metal or tile. (See Section 15.3.2.9 for other stipulations on finish materials and color selections). Upper story windows shall have architectural glazing, framing, and trim that is compatible with the scale and detailing found in the historic, mixed-use commercial buildings of downtown Arlington.	
15.3.2.6	Roof configurations, Parapets—The tops of new buildings shall be trimmed with elements drawn from the cornices, parapet details, and/or roofline forms typical of historic, commercial buildings in Arlington and other American towns. Besides serving a decorative purpose, these trim courses can serve a dual function if designed to provide weather protection to parapets, windows, and façades (figures 92, 93, 94,96 and 97).	

No.	Standards	Staff Findings
15.3.2.8	Fixed Canopies—For all newly constructed buildings, or for rehabilitation projects estimated at 50% or more of a building's value, permanently fixed canopies made of wood and/or metal or other durable, weather resistance materials shall be provided. Canopies shall project over sidewalks a minimum of six feet from the building face and shall be one-foot minimum from the curb. Canopies shall provide protection from the rain and melting snow for pedestrians using the sidewalk bordering the building. Canopies shall be constructed across the entire street frontage of the building facing the primary street, and for corner buildings, shall be constructed continuously across all glazed openings of the street frontage facing the secondary street. Sidewalk canopies shall be securely fastened to the structural framework of the building, conforming to Building Code requirements for wind and snow loading. Fabric canopies or awnings are not permitted as sidewalk protection (figures 98, 99, 100 and 101).	
15.3.2.9	Finish Materials And Colors—Exterior finishes shall be durable commercial applications of traditional materials. These include wood, stone, brick, stucco (or stucco-finished EIFS), concrete, metal, and tile. Exterior color schemes should include contrasting base and trim colors. The Design Review Board generally deems as acceptable colors schemes included in any paint manufacturer's "historic line" or similar proposal reflecting an historic theme.	
15.3.2.10	Building Detailing—Buildings shall be detailed with materials that vary between base wall material and trim. Trim and detailing should include some of the following: wood moldings and trim, decorative brick trim, glazed terra cotta trim, metal moldings, pressed metal, cast concrete or stone trim.	

No.	Standards	Staff Findings
15.3.2.11	Signs—Signs shall be integrated with the building architecture, and shall not cover significant architectural features. Sidewalk "sandwich board" signs shall be placed on the sidewalk at the street edge, with a minimum 6-foot clear sidewalk zone remaining. In the case of conflicting regulations with Chapter 20.68 (Signs), the most stringent apply.	
15.3.2.12	Relationship of New Construction to Existing Adjacent Buildings—Where new commercial or mixed-use construction adjoins lots with smaller historic buildings, or adjoins property zoned exclusively for residential use, the potential negative impacts due to the juxtaposition of the larger commercial buildings shall be mitigated through site planning and architectural design. These techniques can include in-line design or continuity of planar elements (figure 103); increasing the height of a new building at the corner so as to 'hold the corner' and/or to better complement a taller building across the street (figures 104 and 105); stepping back the massing of a new building across the street (figure 106); and, stepping down the massing of a new building so as to better complement a less intensively developed site (figure 107). In addition to the manipulation of massing, design techniques intended to generate compatibility between new construction and existing buildings include utilization of similar materials, finishes, colors, and detailing.	

SITE PLAN CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59th Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

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
☐ 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

DESIGN REVIEW
ELEVATION CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT

18204 59th Avenue NE • Arlington, WA 98223 • Main Line 360.403.3551

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

☐ Lighting Plan
- ☐ Lighting Locations
- ☐ Lighting Fixtures and Details
- ☐ Lighting Cut Sheets