



**CITY OF LACEY**  
 Community & Economic Development Department  
 420 College St SE  
 Lacey WA 98503  
 (360) 491-5642

**OFFICIAL USE ONLY**

Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Related Case Numbers:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## RESIDENTIAL DESIGN REVIEW APPLICATION

Type of Project:  Single Family     Duplex or Triplex     Multi Family  
 Accessory Dwelling Unit (ADU)     Townhouse

OWNER NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____
APPLICANT NAME*: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____

\* The applicant is the person whom staff will contact regarding the application, and to whom all notices and reports shall be sent, unless otherwise stipulated by the applicant.

Street Address (if unaddressed provide subdivision name, parcel number or the City of Lacey Planning project number): _____
ASSESSOR'S TAX PARCEL NUMBER/LOT NUMBER: _____
SUBDIVISION NAME (IF APPLICABLE): _____

I/We are the owner(s) or contract purchaser(s) of the property involved in this application and the foregoing statements and answers contained in this application are true and correct to the best of my/our knowledge.	
Signed: _____	Date: _____



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## **SINGLE-FAMILY DETACHED AND COTTAGE HOUSING DESIGN REVIEW SUPPLEMENTAL**

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### **INTENT**

- To ensure that new development contributes to the visual character of the City
  - To create developments that promote walking and bicycling
  - To create variety and interest in the appearance of streets
  - To encourage interaction among neighbors
  - To minimize impacts of vehicular access on the streetscape
  - To ensure the privacy of residents and adjacent properties
  - To provide usable yard space for residents
  - To provide design details that add visual interest
  - To provide flexibility where unique site conditions exist
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### **DESIGN APPLICATION CHECKLIST**

The following materials must be submitted with your application. This checklist is to assist you in submitting a complete application. Please do not turn in your application until ALL ITEMS HAVE BEEN COMPLETED. If you have any questions, please contact the Department of Community Development at: 491-5642

#### **GENERAL:**

1. Application
2. Design Review Fee
3. Completed Design Review Supplemental
4. All items requested within the Supplement Application Form

#### **PLANS (in addition to items requested in the supplemental application):**

**Two (2) copies of the set of plans are required.**

1. Site plan.
  - Scale and north arrow;
  - Address of site;
  - Location of structures on adjacent lots;
  - Property dimensions and names of adjacent roads;
  - Location and dimensions of existing and proposed structures with appropriate setbacks, parking dimensions, and driveways.
  - Location of all trees on-site;
  - Location, dimensions and nature of any proposed easements or dedications;
2. Landscape Plan. The landscape plan shall contain the following information:

- Existing vegetation to be retained.
  - Proposed vegetative materials to be placed on-site. The type, size, number and spacing on plantings must be illustrated. Soil and planting instructions should be indicated as well.
3. Elevations. Complete elevations, including side and rear elevations, of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
- Dimensioned elevations of building drawn at 1/8" – 1' or a comparable scale. Elevations should show all building sides and include the type of exterior materials.
  - Color and material finishes for exterior building and accessory structures;
  - Location and elevations of exterior lighting for building and parking areas.
  - Perspective drawings, photographs, color renderings or other graphics which accurately represent your proposed project.

**Provide answers to all of the following, if an item is not applicable to the proposed structure/project mark with N/A.**

**1. Roof Design**

- A. Provide pitched or articulated roof line or other roof elements such as eyebrow roof forms or dormers that emphasize building form. Pitched roofs shall have a minimum pitch of 4 feet vertical to 12 feet horizontal.
- B. Use roof lines along side yards that maximize solar access to adjacent housing (hipped roofline along the side yard for example). Describe how the roof line on the structure meets these requirements:

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**2. Architectural Details**

- A. A minimum of three (3) of the following architectural details shall be incorporated onto the façade of the house (check all that apply to the proposed design):
  - Decorative porch design including decorative columns or railing
  - Bay windows or balconies
  - Decorative molding/framing details around all exterior ground floor windows and doors
  - Decorative door design including transom and/or side lights or other distinctive feature
  - Decorative roofline elements including brackets, dormers, and chimneys
  - Decorative building materials including masonry, shingle, brick, tile, stone, etc...
  - Landscaped trellises or other decorative elements that incorporate landscaping near the entry
  - Distinctive paint schemes
  - Other exterior elements that meet the intent of the criteria, describe:

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3. **Side Façade Treatments** (for only zero lot line or reciprocal use easements). The following treatments shall be applied:

Horizontal wood siding or other exterior material providing visual interest along the privacy wall. T-111 is not permitted.

A planting strip and a pergola or other similar feature adding interest along the privacy wall shall be installed.

Response:

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4. **Entries.** Clearly defined entries which face the street and are well lit and easily accessible shall be provided. Identify how the structure meets the following standards:

A. Weather protection, four feet deep along the width of the main building entry for each dwelling unit shall be provided.

B. For subdivisions, at least 50% of the houses in a development shall have entries that face the street (Undeveloped lots vested prior to May 15, 2008 are exempt from this requirement).

C. Raised entries and porches are recommended

Response: \_\_\_\_\_

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5. **Garages and driveways.** Streetscapes shall be designed so that garages and driveways do not dominate the streetscape.

A. For lots 4,000 square feet or less – garages shall be located off alleys, behind or in back of residences, stepped back from the front façade of the dwelling, or other techniques to ensure the garage does not dominate the streetscape shall be employed.

Response: \_\_\_\_\_

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B. For all lots, garage doors facing the street may not occupy more than 60% of the ground level façade of the house.

Garage width \_\_\_\_\_

Width of structure fronting the street \_\_\_\_\_

- C. For homes with three (3) car garages, describe how the structure meets the following standards:
- a. Garage doors must take up less than 60% of the ground level façade
  - b. The garage is separated into at least two doors
  - c. One of the doors is setback at least two feet behind the other door
  - d. A planting strip two feet in width separates at least one of the drive lanes

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- D. Garage sidewalls that face the street shall appear to contain habitable space incorporating windows and other design elements. Response: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
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- E. For front loaded lots with the garage facing the street and located in the front of the façade of the house, a minimum of two of the following details shall be utilized. For front loaded houses where the garage faces the street and is even with the façade of the house or less than five (5) feet behind the front façade, one of the following design details shall be utilized. Check all that apply:

- A decorative trellis over the entire garage
- A balcony that extends over the garage and includes columns
- Two separate doors for two car garages instead of one large door
- Decorative windows on the garage door
- Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail.
- A garage door color (other than white) that matches or complements the color of the house
- Other design techniques that meet the intent as determined by the director.

Describe: \_\_\_\_\_  
 \_\_\_\_\_

**6. Privacy Standards**

- A. Describe how the location and orientation, as well as the placement of windows, considers privacy so residents can not look directly from one unit to the next (elevations for all sides of the building shall be submitted):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- B. All developments shall utilize one of the following screening methods in side yards, check all that apply:
- Type I, II or III landscaping installed between homes
  - A solid wood fence or masonry wall, or combination of wood and masonry, six feet in height and located along property line
  - Zero lot line, or reciprocal use easement home – one side of a home does not feature transparent windows or other openings, providing side yard privacy for the structure
  - Other treatments as approved by the director. Describe:

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7. **Exterior Materials.** Traditional materials consistent with local and regional architectural styles are encouraged. Stucco finishes should be trimmed in masonry or wood. Mirrored glass and exposed concrete block are prohibited. T-111 and other plywood type of siding (board and batten is an exception) shall not be used where visible from the street. Describe the exterior materials used and how they meet the intent of this section:

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8. **Windows and Transparency.**

- A. A minimum of 10% of the front façade shall be transparent. The façade is measured from the base of the house to the start of the roofline and any other vertical walls facing the street, excluding gable portions not containing livable area (undeveloped lots vested prior to May 15, 2008 are exempt from this requirement). A front building elevation with the following information shall be provided:

Total square footage of front façade \_\_\_\_\_  
 Total square footage of all front windows \_\_\_\_\_

- B. Building facades visible from the public street shall employ techniques to recess or project individual windows above the ground floor at least two inches from the façade or incorporate window trim at least four inches in width featuring contrasting colors with the base building color. Describe how this structure meets this requirement:

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9. **Architectural Variety within Subdivisions.** Duplicative house designs adjacent to one another are prohibited. Simple reverse configurations of adjacent homes do not fulfill this requirement. For subdivisions, a variety of elevations are required. The number of elevations depends on the number of homes within the given subdivision. Specifically for subdivisions (select the applicable situation):

- Ten to nineteen homes – a minimum of four façade elevations shall be submitted with a lot layout plan
- Twenty to thirty-nine homes – a minimum of five different elevations shall be submitted with a lot layout plan
- Forty to sixty-nine homes – a minimum of six different façade elevations shall be submitted with a lot layout plan
- Seventy or more homes – a minimum of seven different façade elevations shall be submitted with a lot layout plan

A. To qualify as a different façade elevation; dwellings shall have different roofline configurations, different color palettes, and different porch entry design. Additionally a minimum of two of the following alternatives shall be utilized (check all that apply):

- Different window openings (location and design)
- One and two story houses
- Different exterior materials and finishes
- Different garage location, configuration, and design
- Other. A different design element that distinguishes one façade elevation from another as determined by the director. Describe: \_\_\_\_\_

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10. **Corner Lots.** Describe how the structure takes advantage of the double frontage of a corner lot to make an architectural statement and create interest in architecture and human activity on the street. This could be accomplished by providing one or more of the following: wrap around porches, bay windows or turrets, complementary varied exterior material, colors and/or articulation, etc.

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11. **Alternative Lot Configurations** (zero lot line and courtyard access). A land division and its internal access roads, pedestrian connections and overall lot configuration should be designed to allow placement of homes to address functional design issues. Flexibility shall be encouraged in spatial orientation of homes on lots to address the issues of privacy, solar orientation, access, location, and access to open space and other factors that can contribute to the overall livability of a home and its relationship to the surrounding environment. To maximize site efficiency and usable

open space, small lot developments are encouraged to use zero lot line and courtyard access configurations. When employed, the following apply:

A. **For Zero Lot Line and Reciprocal Use Easements.** Building elevations for the zero-lot side walls shall be submitted, with the site plan for zero lot line and reciprocal use easement situations. Structures shall meet the following requirements:

Dwelling units may be placed up to one side of the property line, the opposite side yard shall be a minimum of 10 feet,

Privacy Wall. No windows, doors, air conditioning units or any other type of openings in the walls along the zero lot line wall shall be permitted, except for windows that do not allow for visibility into the side yard of the adjacent lot (clerestory or obscured windows for example).

Describe how the proposed structures sidewalls meet the above requirements: \_\_\_\_\_

\_\_\_\_\_

B. **Courtyard Access Lots.** This includes a series of lots clustered around a private internal roadway (note: courtyard access developments/lots will also be reviewed and approved through the applicable plat, short plat or site plan review process). A site plan must be submitted for courtyard access lots. The following requirements apply:

The maximum number of lots served by a courtyard access is 5 including those lots fronting the street on either side of the courtyard.

Maximum length of the courtyard access is 100 feet

Surface width of the courtyard access is 23 feet.

An easement of twenty feet in width shall be secured over the applicable parcels to allow lots legal access to the public street. A maintenance agreement shall be required for all applicable lots and must be recorded on the final plat.

Response: \_\_\_\_\_

\_\_\_\_\_

C. **Pedestrian-Only Entry Lots.** This includes configurations where one or more lots are clustered around a pedestrian easement and/or common open space and do not front on a street (note: pedestrian-only entry developments/lots will also be reviewed and approved through the applicable plat, short plat or site plan review process). A site plan must be submitted for courtyard access lots. The following requirements apply:

A pedestrian entry easement shall be provided to all homes that do not front on a street, alley, or common open space.

Pedestrian entry easements shall be a minimum of 15 feet wide with a 5 foot minimum sidewalk.

Lots shall contain private detached or shared garages off an alley or other access if approved by Public Works and reviewed for conflicts with existing codes.



Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. **Alley Design.** Alleys shall be designed to incorporate landscaping and lighting elements. An alley plan shall be included with the design review materials for all developments using alleys. Alternative landscaping plans for the development may include alley amenities. Specifically the plan shall address the following:
- Landscaping elements may be used as an alternative to fencing to separate private yard areas from the alley.
  - Fences shall be set back at least three feet from the alley (pavement) to provide for landscaping to soften the view of the fence.
  - Garages shall feature building mounted lighting to provide illumination of alleys for safety.

Response: \_\_\_\_\_  
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