

# Urban Residential Design Standards Supplemental Submittal Checklist



## I. Project Information

Project Name: \_\_\_\_\_ File Number: \_\_\_\_\_

Project Type: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

## II. Applicability

The Urban Residential Design Standards Supplemental Checklist shall apply to all new residential development located within the Urban Growth Area, except for the following outlined under SCC [30.23A.020\(1\)](#):

- Mobile homes and manufactured homes within mobile home parks;
- New mobile home parks subject to Chapter [30.42E](#) SCC;
- Construction of a single-family detached dwelling or duplex structure on a lot created prior to April 21, 2009;
- Residential development or mixed-use development in the Urban Center zone subject to Chapter [30.34A](#) SCC;
- Cottage housing development subject to Chapter [30.41G](#) SCC;
- Any remodel of an existing single-family detached, duplex, or single-family attached structure; and
- Any remodel of a townhouse or multifamily structure that has been destroyed where the restoration cost does not exceed 75% of the assessed value of record when the destruction occurred.

The following submittal requirements are in addition to those indicated on applicable submittal checklists, such as the [Land Use Permit Submittal Checklist](#), [Landscape Plan Submittal Checklist](#), [checklists outlining requirements for specific residential development types](#) (e.g., [Single Family Detached Units \(SFDU\)](#) and [Cottage Housing Submittal Checklist](#)), [stormwater and land disturbing activity submittal checklists](#), and [building permit submittal checklists](#).

## III. Electronic Plan Review Standards Section Complete?

All submittal items shall be submitted in an electronic format through [MyBuildingPermit.com](#) or on a flash drive until all electronic submittals are required online. Electronic plans and required submittal items should meet the requirements in Assistance Bulletins [#111](#) and [#112](#). The following specifies general requirements:

- A. **File Naming Standards.** Bolded items noted in Section IV indicate the naming convention in which the particular submittal item must be named.

- B. **Plan Sheet Standards.** All plans must be drawn to scale using a standard scale (i.e., Engineer’s Scale or Architect’s Scale) and each sheet shall state the scale.
- C. **Plan Orientation.** Generally, all plans should be drawn in “landscape” format in the horizontal position.
- D. **Acceptable File Types.** All applications, plans, and documents shall be submitted in a PDF format.

**IV. General Requirements** Section Complete?

The general requirements of Section IV apply to all project submittals subject to the Urban Residential Design Standards (URDS). The architectural and site design elements shall be implemented pursuant to the [Snohomish County Residential Design Manual](#) to the extent that they are covered in the Snohomish County Residential Design Manual, provided that in the event of a conflict between the Snohomish County Residential Design Manual and Title 30 SCC, the code shall take precedence. Additional requirements under Section V apply to specific development types regulated under URDS. Therefore, those requirements may add to the general requirements noted below and shall appear on the required submittal items when applicable.

- A. **Project Narrative.** All projects shall provide a project narrative that demonstrates compliance with certain chapters in Subtitle 30.2 SCC and URDS as follows:
  - 1. Analysis of how the administrative site plan meets the applicable requirements of Subtitle 30.2 SCC, including, but not limited to:
    - i. Chapter [30.22](#) SCC (Uses Allowed);
    - ii. Chapter [30.23](#) SCC (Bulk Regulations);
    - iii. Chapter [30.23A](#) SCC (Urban Residential Design Standards);
    - iv. Chapter [30.24](#) SCC (Access and Road Network);
    - v. Chapter [30.25](#) SCC (Landscaping); and
    - vi. Chapter [30.26](#) SCC (Parking).

The analysis must address relevant sections in each chapter in relationship to the proposed development. If a relevant section is not addressed or not applicable to the proposed project, provide an explanation of why not and address how the standard is met otherwise.
  - 2. Analysis of Compatibility Design Standards requirements pursuant to SCC [30.23.030\(2\)](#) and Table [30.23A.030\(2\)](#), including a description of compatibility standards incorporated into the project design pursuant to SCC [30.23A.030\(3\)](#), if applicable.
  - 3. Analysis of how the proposed development responds to the guidance in the [Snohomish County Residential Design Manual](#).
- B. **Administrative Site Plan.** Provide an administrative site plan in accordance with SCC [30.23A.100\(3\)](#) and that meets the following requirements:
  - 1. Scale and north arrow.
  - 2. Vicinity map (approximate scale of 1” = 2,000’).
  - 3. Name, address, and phone number of owner(s).

- 4. Name, address, and phone number of plan preparer and date of preparation.
- 5. Tax account number(s).
- 6. Summary table(s) with calculations showing:
  - i. Acreage and square footage of the site;
  - ii. Proposed number of dwelling units;
  - iii. Proposed gross and net density and minimum net density required per SCC [30.23.020](#);
  - iv. Zoning and future land use designation;
  - v. Proposed and required on-site recreation open space pursuant to SCC [30.23A.080](#);
  - vi. Proposed and required landscaping pursuant to Chapters [30.23A](#) and [30.25](#) SCC, and
  - vii. Proposed and required parking stalls (including guest parking) pursuant to Chapter [30.26](#) SCC.
- 7. Existing and proposed property lines with dimensions.
- 8. Indicate site zoning and adjacent zoning of adjacent properties.
- 9. Proposed building envelopes and unit/lot number.
- 10. Proposed building orientation pursuant to SCC [30.23A.070](#), if chosen or required.
- 11. Location of vehicle parking areas, including dimensions of parking stalls and other information required to demonstrate compliance with Chapters [30.23A](#) and [30.26](#) SCC.
- 12. Individual parking stalls numbered consecutively (including guest parking).
- 13. Provide internal parking detail for all garage spaces that depicts parking areas free of obstructions (e.g., stairs, water heaters, and other supportive utilities).
- 14. Natural drainage courses.
- 15. Existing and proposed topography at intervals of five feet or less.
- 16. Building setbacks from property lines, public and private road network elements, easements, internal pedestrian facilities, and other features.
- 17. Building separation, if applicable.
- 18. Locations of proposed lot lines and tracts for subdivisions and short subdivisions.
- 19. Location of property to be deeded or dedicated for additional right-of-way, if applicable.
- 20. Location of existing septic tank, drainfield, and reserve areas, if applicable.
- 21. Locations of existing and/or proposed rockeries, retaining walls, and fences.
- 22. Location of proposed on-site recreation open space.
- 23. Location of proposed landscaping buffers.

- 24. Location of proposed and existing fire hydrant locations (if not in vicinity of the project, reference closest location).
- 25. Location of critical areas and buffers within 300 feet of the site boundaries.
- 26. Location(s) and width(s) of pedestrian facilities.
- 27. Location of proposed points of ingress and egress.
- 28. Location(s) and width(s) of proposed internal vehicle circulation.
- C. **Landscape Plan.** Provide a landscape plan that meets the requirements of SCC [30.23A.080](#) and other applicable sections in Chapter [30.23A](#) SCC. The landscape plan must also meet the requirements of Chapter [30.25](#) SCC and [Landscape Plan Submittal Checklist](#). Specifically, the landscape plan shall:
  - 1. Indicate the amount of on-site recreation open space required and proposed pursuant to SCC [30.23A.080\(2\)](#).
  - 2. Indicate if the reduction under SCC [30.23A.080\(3\)](#) is proposed. Eligibility shall be demonstrated in the narrative.
  - 3. Indicate how the requirements of SCC [30.23A.080\(4\)](#) are satisfied. Indicate and define those amounts and areas for active and passive recreation.
- D. **Conceptual Building Elevations or Building Plans.** Conceptual building elevations or building plans are required for all residential structures in developments subject to URDS, except when a project is entirely composed of single-family detached and/or duplex structures and subject to SCC [30.23A.040](#). If a project is entirely composed of single-family detached and/or duplex structures, then include a section in the project narrative that describes how the structures will comply with the architectural design and compatibility requirements of URDS as well as proposed building heights and number of stories. Conceptual building elevations or building plans shall provide the following information drawn to scale:
  - 1. Architectural building elevations of all four sides labeled with directional reference.
  - 2. Indicate proposed architectural elements to be used on all applicable facades to satisfy requirements in Chapter [30.23A](#) SCC.
  - 3. Indicate average final grade and building height of the structure or dwelling unit pursuant to SCC [30.23.050](#).

## V. Development-Specific Requirements

Section Complete?

When a residential development has multiple uses or dwelling types, the most intensive use or dwelling type shall determine the provisions of Chapter [30.23A](#) SCC that apply. In terms of the following, the most intensive use or dwelling type will determine whether the information of Subsection A, B, or C is required.

- A. **Single-family Detached Dwelling and Duplex Developments.** In addition to the submittal requirements in Section IV, single-family detached dwelling and duplex developments must provide additional information:
  - 1. **Conceptual Building Elevations or Building Plans.** Though conceptual building elevations are not required, they are encouraged. If conceptual building

elevations are not provided, indicate in the narrative how future building plans will comply with the architectural design requirements. The narrative and/or conceptual building elevations, and building plans when submitted, must demonstrate compliance with SCC [30.23A.040\(1\)](#), [30.23A.040\(2\)](#), and [30.23A.040\(3\)](#), where applicable.

- a. Buildings shall incorporate at least two of the following design elements:
  - i. A roof with a shape that is visually distinct from at least 75% of the other roofs in the subdivision based on variations in roof forms and pitch, ridge line height, overhangs, projections and extended eaves.
  - ii. A setback from the front lot line that differs by five feet or more from each of the adjacent buildings.
  - iii. A porch of at least 60 square feet at the front entry of the building that differs from at least 75% of the other porches in the subdivision by 10% or more in its dimensions or by its location relative to the garage.
  - iv. A primary entrance facing and visible from a public right-of-way, private road, or courtyard that opens up to a public right-of-way or private road.
  - v. Building form and scale that is significantly different from at least 75% of the other buildings in the subdivision, where rambler, daylight basement, split level, tri-level, two-story, or three-story are significantly different forms. A difference in building height or width of 20% or more is also significantly different.
- b. Buildings shall be visually distinct from at least 75% of the other buildings in the subdivision in at least five of the following ways:
  - i. Window size and type, such as single hung, double hung, slider, or awning.
  - ii. Window grids or mullions and trim design.
  - iii. Bay or bow window with a minimum projection of 12 inches.
  - iv. Siding texture, appearance, or color.
  - v. Stone, brick, or other decorative siding material that wraps around the side of the building at a height of at least two feet, and for a distance of at least four feet (minimum of two feet on each side), matching elements of the facade.
  - vi. Roofing material and color.
  - vii. Roof forms, such as hip, gambrel, mansard, gable, or dormers.
  - viii. Primary roof pitch.
  - ix. Front door location, material, pattern, or color.
  - x. Use of cantilevers, dormers or other project elements that give the facade a three-dimensional quality.
  - xi. Variation in side wall design for houses located on a corner lot.
  - xii. Variations in porch design, such as columns, details, or roof.

- xiii. Size and location of a stoop of at least 30 square feet at the front entry of the building.
- xiv. Design of a stoop of at least 30 square feet at the front entry of the building, considering elements such as columns, details, or roof.
- xv. The front wall forms an angle of at least 30 degrees to a public or private road.
- xvi. Upstairs or “Juliet” balcony or other similar architectural features.
- c. At least two of the following design features shall be incorporated into any attached or detached garage facing a public right-of-way, private road, or drive aisle, unless the garage is located at least 20 feet behind the foundation wall of the front of the house with no more than 50% of the front of the garage visible from the street:
  - i. Angle the garage by at least 45 degrees to the public right-of-way, private road or drive aisle if it is attached or by 30 to 60 degrees to the public right-of-way, private road or drive aisle if it is detached according to SCC Figure [30.23A.040\(3\)](#).
  - ii. If there is only one garage door, limit the width of the garage door to ten feet.
  - iii. If there is more than one garage door, limit the width of each door to no more than ten feet and provide at least a two-foot separation between doors.
  - iv. Limit the size of the automobile garage door to 25% or less of the area of the facade on which the garage door is located, including the area of upper floors but not including the area of the roof.
  - v. Provide variation in the appearance of the garage door(s) through trim, windows and/or relief.
  - vi. Cantilever the top story above the garage by at least 18 inches.
  - vii. Provide architectural treatment such as a trellis, subroof, or awning projecting one foot or more beyond garage to de-emphasize garage doors.
  - viii. Locate the automobile garage door at least five feet back from the foundation wall of the front of the house, not including uncovered porches and stoops and similar projections.
- B. **Single-Family Attached Dwelling, Mixed Townhouse, and Townhouse Developments.** In addition to the submittal requirements in Section IV, single-family attached dwelling, mixed townhouse, and townhouse development must provide additional information:
  - 1. **Administrative Site Plan.** The administrative site plan must also demonstrate the following:
    - a. Integrated pedestrian circulation system that connects buildings, common space, and parking areas pursuant to SCC [30.24.080](#).

- b. Location of five-foot wide maintenance easement for “zero lot line” development, if applicable, in accordance with SCC [30.23A.050\(5\)](#).
- c. Building orientation pursuant to SCC [30.23A.070](#).
- d. Location of proposed parking in mixed townhouse and townhouse developments pursuant to SCC Table [30.23A.050\(1\)](#).
- e. Proposed location for primary pedestrian entrances (dooryards) under SCC Table [30.23A.050\(2\)](#), if required.
- f. If proposed, the location of porches, stoops, decks, and staircases.
- 2. **Landscape Plan.** The landscape plan must also demonstrate the following for mixed townhouse and townhouse developments:
  - a. Additional landscaping in accordance with SCC Table [30.23A.050\(1\)](#).
  - b. Proposed amenities for primary pedestrian entrance areas (dooryards) in accordance with SCC Table [30.23A.050\(2\)](#).
  - c. Landscaping for driveways leading to attached garages in accordance with SCC Table [30.23A.050\(2\)](#).
- 3. **Conceptual Building Elevations or Building Plans.** Conceptual building elevations and building plans must demonstrate compliance with SCC [30.23A.050\(3\)](#), [30.23A.050\(4\)](#), and [30.23A.050\(7\)](#), where applicable.
  - a. Each single-family attached dwelling, townhouse structure, and residential dwelling structure in a mixed townhouse development shall incorporate variation to any facade of a building that faces a road network element or other public space, whether publicly or privately owned (such as a shared common space or internal pedestrian facility providing access to other dwelling units), by using at least three of the following elements:
    - i. Changes in the roofline at intervals not greater than 40 feet in continuous length, such as variations in roof pitch, overhangs, projections and extended eaves.
    - ii. Distinctive window patterns that are not repeated within groupings of up to four dwelling units.
    - iii. Variations in the setback of the front facade of the building by at least five feet between adjoining dwelling units.
    - iv. Step back the facade of at least two feet in depth and four feet in width at intervals of not more than 30 feet.
    - v. Diminishing upper floors (gross floor area of upper story is smaller than the gross floor area of the lower story).
    - vi. Balconies, bays or changes in the wall plane of the front facade of the building.
    - vii. Garage door entrance(s) for automobiles located at the side or rear of the building.

- viii. Other architectural elements that the director determines accomplish the objective of visually dividing the structure into smaller identifiable sections.
- b. Townhouse structures and residential dwelling structures in a mixed townhouse development must provide the following information:
  - i. Demonstrate compliance with building transparency requirements under SCC Table [30.23A.050\(1\)](#).
  - ii. Demonstrate compliance with architectural design standards for primary pedestrian entrances under SCC Table [30.23A.050\(2\)](#).
  - iii. If proposed under SCC Table [30.23A.050\(2\)](#), elevations of porches, stoops, decks, and staircases.
- 4. **Restrictive Covenants.** In draft form, restrictive covenants must be provided that meet the requirements of SCC [30.23A.050\(6\)](#).
- C. **Multifamily Development.** In addition to the submittal requirements in Section IV, multifamily development must provide additional information:
  - 1. **Administrative Site Plan.** The administrative site plan must also demonstrate the following:
    - a. Integrated pedestrian circulation system that connects buildings, common space, and parking areas pursuant to SCC [30.24.080](#).
    - b. Location of parking areas pursuant to SCC [30.23A.060\(2\)](#).
    - c. Exterior lighting pursuant to SCC [30.23A.060\(3\)](#).
    - d. Building orientation pursuant to SCC [30.23A.070](#).
    - e. If more than one multifamily building is proposed, show building arrangement pursuant to SCC [30.23A.060\(1\)\(b\)](#).
  - 2. **Conceptual Building Elevations or Building Plans.** Conceptual building elevations and building plans must demonstrate compliance with SCC [30.23A.060\(3\)](#) and [30.23A.060\(5\)](#), where applicable.
    - a. When a multifamily building has shared entryways, the building entrances shall incorporate a canopy, awning, or other architectural element that provides pedestrians protection from the weather.
    - b. Exterior lighting pursuant to SCC [30.23A.060\(3\)](#).
    - c. Each multifamily building shall incorporate variation to any facade of a building that faces a public or private road network element by incorporating at least three of the following elements:
      - i. Incorporate changes in the roofline at intervals not greater than 40 feet in continuous length, such as variations in roof pitch, dormers, overhangs, projections, and extended eaves.
      - ii. Provide distinctive window patterns that are not repeated within groupings of up to six dwelling units.



- iii. Include balconies, bay windows, cornices, covered porches, or other changes in the facade of the building.
- iv. Step back balconies and other architectural elements on the upper floors of multi-story buildings.
- v. Incorporate diminishing upper floors (gross floor area of upper story is smaller than the gross floor area of the lower story).
- vi. Provide variations in the setback of the building from the front lot line by at least five feet at horizontal intervals of 40 feet or less.
- vii. Provide other architectural elements that the director determines accomplish the objective of visually dividing the structure into smaller identifiable sections.

## VI. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.