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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
420 College Street S.E., Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY
Date: _____
Case #: _____
Received By: _____
Planner: _____
Related Cases: _____

## WOODLAND DISTRICT SUPPLEMENTAL

(This form to be accompanied by the General Land Use Application Form)

**Project Name: 629 Woodland Apartments**

**Address of Project:**

629 Woodland Square Loop, Lacey, WA 98503

**Project Description:**

The project entails converting an existing 4-story office building into a 49 unit apartment building. Unit mix consists of studios, 1- bedroom, and 2-bedroom. Site improvements include pavement replacement, sidewalks, landscaping, and utility upgrades.

**Form-Based Code Development Standards (answer all that apply):**

1. The project is located in (circle one): Master Plan Area    Woodland Square Sub-District    Pacific Avenue Sub-District
2. The project abuts a (circle all that apply): Primary Street    Secondary Street    Other (i.e. two primary streets)
3. If the development abuts more than one primary street which is the higher order street? Woodland Square Loop
4. Block length (proposed): \_\_\_\_\_    Block perimeter (proposed): \_\_\_\_\_
5. What building and/or landscape frontage type is proposed along each street (LMC 16.24.050-2)?  
The project proposes a frontage flexibility adjustment that meets the intent of the zone
6. Total gross square footage of proposed building(s) and/or additions: \_\_\_\_\_
7. Are any buildings smaller than 7,500 square feet in footprint? No
8. Current assessed value (building only): 7.2 Million
9. Total dollar value of proposed improvements: 2.9 Million
10. What is the percentage of proposed improvement to assessed value (divide question 9 by question 8)? \_\_\_\_\_ %

**To apply for Form-Based Code approval, the following shall be submitted:**

- 15 copies of the General Land Use Application
- 15 copies of the Woodland District Supplemental Application
- Woodland District Form-Based Code Submittal (see checklist on pages 2 and 3)
- Connectivity or Detailed Master Plan (if required)
- Environmental Checklist (SEPA) (if required)
- Thumbdrive containing .pdf copies of all submittal materials, including applications
- All other items requested at the presubmission conference
- All application fees

## Woodland District Form-Based Code Checklist

The form-based code submittal shall contain the following items:

1. **Application narrative. Four copies required.**
  - a. Project site address;
  - b. Project description;
  - c. List of requested adjustments, if any;
  - d. List of submittals provided;
  - e. For all multifamily projects or mixed-use projects with multifamily development, provide a description of compliance with crime prevention through environmental design (CPTED) techniques;
2. **Plans. Four copies of the set of plans are required. The license stamps of the architect and landscape architect shall be on each appropriate plan page.**
  - **Vicinity Plan. A vicinity plan is required containing the following information (1 inch equals 500' or larger):**
    - a. Site boundaries
    - b. Site address;
    - c. Woodland District Neighborhood designation;
    - d. Plan showing project location within the Woodland District;
    - e. Names of adjacent streets with Street and Through Connection designation (Refer to Figure 16.24.050-1 Regulating Plan, Street Types); and
    - f. Names and descriptions of frontage types required and proposed.
  - **Site Plan. A site plan is required containing the following information (1 inch equals 20' or larger):**
    - a. Site address;
    - b. Woodland District Neighborhood designation;
    - c. Names of adjacent streets;
    - d. Location of adjacent buildings on abutting properties;
    - e. Site dimensions;
    - f. Existing grade and finished grade (maximum two-foot contours);
    - g. Location and dimensions of existing and proposed site circulation for automobiles and pedestrians. Indicate location of site ingress and egress and patterns of on-site automobile circulation with directional arrows. Clearly identify any requested adjustments to development standards (Refer to LMC 16.24.050 Streets, Through Connections and Connection Spacing);
    - h. Location and dimensions of existing and proposed structure(s), accessory structures with appropriate setbacks;
    - i. Location of trees as determined by the Lacey tree protection professional;
    - j. Location, dimensions, and nature of any proposed easements or dedications; and
    - k. Location, dimensions, and description of common open space and recreation areas (Refer to LMC 16.24.040 General Standards Required for All Development).
  - **Landscaping Plan. The landscaping plan shall contain the following information (1 inch equals 20' or larger):**
    - a. Survey of existing trees; trees to be retained; and trees to be removed;
    - b. Existing plant material to be retained;
    - c. Proposed plant material to be placed on site. The type, size, number and spacing on plantings must be illustrated (Refer to LMC 16.24.040 General Standards Required for All Development);
    - d. Surface parking location and design (Refer to LMC 16.72);
    - e. Bicycle parking location and design (Refer to LMC 16.72);
    - f. Loading and Service Areas location and design (Refer to LMC 16.80 );
    - g. Screening and Buffering: general; perimeter fencing and walls; parking structures; and surface parking lots. (Refer to LMC 16.80).
  - **Building Form and Massing. Submit complete elevations (1/8 inch equals 1' or larger) of all proposed construction and related elevations of existing structures (if any) within 25 feet of the site. Elevations shall include the following information:**
    - a. Dimensioned elevations of building showing:
      - i. Required building setbacks (if any) (Refer to LMC 16.24.060, Building Form, Site Design and Massing);
      - ii. Required ground floor height (Refer to LMC 16.24.060, Building Form, Site Design and Massing);

- iii. Required weather protection (Refer to LMC 16.24.060, Building Form, Site Design and Massing);
  - iv. Required ground floor transparency (Refer to LMC 16.24.060, Building Form, Site Design and Massing);
  - v. Required weather protection for required building entrance(s) (Refer to LMC 16.24.060, Building Form, Site Design and Massing);
  - vi. Pedestrian protection – sidewalk (Refer to LMC 16.24.060, Building Form, Site Design and Massing);
  - vii. Minimum, maximum, and proposed podium height (Refer to LMC 16.24.060, Building Form, Site Design and Massing); and
  - viii. Maximum building height and required building setbacks (if any) (Refer to LMC 16.24.060, Building Form, Site Design and Massing).
- b. Elevations should show the type and color of exterior materials;
  - c. Location and elevations of exterior lighting for site and buildings; and
  - d. Perspective drawings, photographs, color renderings or other graphics which accurately represent the proposed project.

■ **Sections. Submit a minimum of two site and building cross section profiles (1/8 inch equals 1' or larger) with the following information:**

- a. Scale;
- b. Building(s) details;
- c. Landscaping against the building when installed;
- d. Lighting fixtures and standards; and
- e. Signs.

■ **Roof plan. The roof plan shall contain the following information (1 inch equals 20' or larger):**

- a. Extent of the project site and location of new and existing buildings;
- b. Extent and location of new roof(s);
- c. Extent and location of building tower(s) (if any);
- d. Dimensions and area of floor plate for proposed building tower(s). If more than one tower, show clear dimensions between towers (Refer to LMC 16.24.060, Building Form, Site Design and Massing).