



**CITY OF LACEY**  
Community Development Department  
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## **RESIDENTIAL DESIGN REVIEW INSTRUCTIONS**

### **OVERVIEW:**

Design Review for commercial, industrial or multifamily projects, and in certain cases, single-family residences, is conducted administratively by Department of Community Development. The following procedures have been developed to complete review.

### **PROCEDURES:**

#### **Step 1. Presubmission Conference**

A Presubmission Conference is necessary so that the applicant may get an overview of what land use items will be required to be addressed. The applicant may go through as many of these meetings as necessary.

After the Presubmission Conference has been held, the applicant may request a design review meeting with the assigned planner on the project. This is an opportunity to discuss preliminary/conceptual designs.

#### **Step 2. Site Plan Review**

Site Plan Review and environmental review (SEPA) can occur after all revisions have been incorporated from the Presubmission Conference. Land use and SEPA approvals will be given at this stage by the Site Plan Review Committee. These approvals will be subject to completion of design review requirements.

The applicant may request a second design meeting to review formalized plans submitted for approval. Other meetings may be requested as necessary.

#### **Step 3. Design Approval**

Design approval shall be given after staff recommendations are incorporated into the project. Design approval shall be valid for 18 months. One extension may be granted for a period of six months. In order to be considered, a written request for an extension must be submitted prior to expiration of the approval.

No building permit shall be issued until Site Plan Review, environmental review, and design review approvals have been granted.

Revisions of design elements and requirements shall be submitted for review and approval by the Department of Community Development.