

SMALL LOT DEVELOPMENT RESIDENTIAL PROJECTS *Review Checklist*



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This checklist summarizes the design standards and guidelines for small lot development projects in the R1 and R2 districts in the City of University Place. Project designers should use this checklist as a tool to ensure that all standards and guidelines are addressed by a proposal. City staff will use this checklist to help determine compliance with the design standards and guidelines for small lot development. If you have any questions, please contact the Planning & Development Services Department at 253.566.5656.

RETURN 5 COPIES OF THIS CHECKLIST WITH YOUR APPLICATION

PROJECT NAME:

Design Element 1: Site Planning and Design
SL1: Building Siting and Orientation

	Yes	No	Comments
Site design elements display a clear and unified organization of building, landscaping and circulation elements that support the functions of the site.			
The placement of buildings considers the existing context of the surrounding area.			
Attached units are separated from other attached units on the same block face by 1 or more detached unit(s).			
<i>Also refer to Design Guidelines SL1.2.1 – SL1.2.9 for design guidelines that help meet the 'Building Siting & Orientation' criterion</i>			

SL2: Grading and Storm Water Management

	Yes	No	Comments
Structures, roadways and other site improvements (drainage ways and storage areas) are designed to blend with the natural topography, with minimum site disturbance and grade changes.			
Low Impact Development (LID) techniques are used to the extent practicable, as determined by a development site's soil characteristics, to maximize storm water infiltration within the site and minimize the amount of storm water that is transferred off-site.			
Storm water ponds are designed as a landscape amenity and planted with grass or native plants.			
Storm water ponds are not fenced, and do not exceed a 4 horizontal to 1 vertical slope.			
Storm water ponds are designed in accordance with the King County Integrated Pond Manual.			
A maximum of 50 percent of the front yard between the façade of the home and front property line is paved or covered with impervious surface.			
Filling and grading is in accordance with UPMC 13.25 and the King County Surface Water Design Manual (KCSWDM).			
<i>Also refer to Design Guidelines SL2.2.1 – SL2.2.5 for design guidelines that help meet the 'Grading & Storm Water Management' criterion</i>			

SL3: Lot Standards

	Yes	No	Comments
The building placement is configured to support the neighborhood's existing site patterns, including building location, setbacks and yard areas.			
Minimum lot width for homes with front-loaded and side-loaded garages is 40 feet. No minimum is specified for alley-loaded and other garage designs.			
The building setbacks ensure separation of homes and private spaces while allowing moderate density. Small-lot homes complement existing setback patterns in terms of distance to the street and spacing between homes while considering smaller lot sizes and the need for private open space.			
If necessary, reciprocal side and/or rear yard use easements are delineated on the site plan.			
If necessary, where a side yard easement is used, the wall facing the side yard is constructed as a "privacy wall." In this case privacy walls do not have doors entering into the yard space of the adjacent home, nor have windows that are within 5 feet of ground level.			
<i>Also refer to Design Guidelines SL3.2.1 – SL3.2.3 for design guidelines that help meet the 'Lot Standards' criterion</i>			

SL4: Front Yards/Entrances

	Yes	No	Comments
Primary building entries are clearly identifiable and visible from the street, with well-defined walkways from pedestrian routes to building entries.			
Signage identifying a building's address is visible from the street and public pedestrian walkway.			
<i>Also refer to Design Guidelines SL4.2.1 – SL4.2.2 for design guidelines that help meet the 'Front Yards/Entrances' criterion</i>			

SL5: Parking and Garage Placement and Design

	Yes	No	Comments
The driveway and the garage are secondary to the livable portions of the house, landscaping and pedestrian entry as seen from the street.			
Garages are located in an area to minimize the presence of automobiles.			
On-site garages are set back a minimum of 10 feet from the front building façade with a minimum 20 foot driveway length from the face of the garage to the back of the sidewalk or access lane. Garages accessed by an alleyway are not required to provide a 20 foot driveway.			
Shared detached garages are located no further than 160 feet from any of the housing units to which they are assigned. Shared detached garages do not exceed 44 feet in width and maintain at least an 8 foot separation from any dwellings.			
Private detached garages maintain a minimum 5 foot separation from any dwellings.			
A tandem driveway space is allowed on a lot and extends a minimum of 20 feet from back of sidewalk or 20 feet from back of access lane.			

The width of the driveway (excluding curb returns) does not exceed 10 feet for single lane and 16 feet for double lane driveways.			
Two resident parking stalls are provided for each detached small lot unit and 1.5 resident parking stalls are provided for each attached small lot unit.			
A minimum of 1 guest stall per small lot unit is provided and is located on the lot, on a neighborhood street or in a parking court.			
Parallel parking stalls on neighborhood streets are a minimum 22 feet long.			
Guest parking is not located more than 160 feet from the home it is intended to serve.			
For homes with front-loaded garages, no more than 40 percent of a home's façade facing the street is devoted to a garage.			
For attached units, no more than 2 single-car garage doors are visible on any street-facing façade and no more than 1 driveway is located on each street frontage of a lot.			
<i>Also refer to Design Guidelines SL5.2.1 – SL5.2.7 for design guidelines that help meet the 'Parking & Garage Placement & Design' criterion</i>			

SL6: Individual Outdoor Spaces

	Yes	No	Comments
Outdoor spaces such as yards, decks, terraces and patios are delineated from common space.			
Units have a minimum of 250 square feet of private yard with no dimension less than 8 feet in width. Developments of 3 or fewer dwelling units have a minimum of 750 square feet of private yard.			
Outdoor spaces are not located adjacent to dumpster enclosures, loading/service areas, or other incompatible uses.			
Outdoor spaces used to meet these design elements are not located within required landscape buffer areas.			
<i>Also refer to Design Guidelines SL6.2.1 – SL6.2.3 for design guidelines that help meet the 'Individual Outdoor Spaces' criterion</i>			

SL7: Common Open Spaces

	Yes	No	Comments
Projects are sited to maximize opportunities for creating usable, well-integrated open space.			
A minimum of one ½ acre park or central open space area (pocket park) is reserved for developments exceeding 10 acres of net developable acreage. The remaining required common open space is provided through additional park area, common greens, or pedestrian entry easements.			
If a small lot development has less than 10 acres of buildable land, a park, common green, pocket park and/or pedestrian entry easement is used to meet the common open space requirements.			
Pocket parks are visible and open to the street or designed to serve clusters of approximately 6 to 12 homes.			

For small lot developments of 4 or more units, each unit provides at least 350 square feet of common space. For developments of 3 or less dwelling units, there is no common space requirement.			
Common open space is a minimum of 20 feet wide and serves a minimum of 4 homes.			
<i>Also refer to Design Guidelines SL7.2.1 – SL7.2.6 for design guidelines that help meet the 'Common Outdoor Spaces' criterion</i>			

SL8: Utility Areas and Accessory Structures

	Yes	No	Comments
Above ground utility boxes are placed in alleyways or away from public gathering spaces to the extent practicable and are screened with landscaping, which may include fencing or berms.			
No more than one detached garage or other accessory structure is permitted per lot. This structure is architecturally consistent with the principal structure.			
Detached garages do not exceed 18 feet to top of roof in height or more than 6000 square feet in area.			
Carriage houses do not exceed 21 feet in height or a building footprint of 600 square feet in area.			
Greenhouses, sheds, and other accessory structures (other than garages and carriage houses) do not exceed 12 feet to top of roof in height or 150 square feet in area.			
Accessory structures are no closer than 3 feet from the interior side or rear property line or 2 feet from an alleyway.			
Overhangs and roof drainage do not encroach over property lines.			
Accessory structures are not located in front yards.			
<i>Also refer to Design Guidelines SL8.2.1 – SL8.2.6 for design guidelines that help meet the 'Utility Areas & Accessory Structures' criterion</i>			

Design Element 2: Building Design
SL9: Mass, Scale and Form

	Yes	No	Comments
Primary building forms are the dominating form while secondary formal elements include porches, principal dormers, or other significant features.			
The scale, mass and height of a new house or second/upper story additions are compatible with the existing neighborhood pattern specifically in relation to height and massing of adjacent homes.			
Primary building elevations oriented toward the street or common green have at least 1 articulation or change in plane. A minimum of at least 1 side articulation occurs for side elevations facing street or public spaces.			
Primary articulations are a minimum of 2 feet in depth and extend at least 20 percent of the length of the building façade. Side articulations are a minimum of 1 foot in depth and extend at least 20 percent of the length of the building façade.			

Each home has a covered porch or main entry oriented towards the public realm.			
Roof profiles define the form, scale and proportion of the house or building and reduce bulk.			
Maximum dwelling size is 1,500 square feet for attached units and 2,000 square feet for detached units, including attached garages and excluding detached garages and carriage house ADU floor area.			
Maximum FAR for individual lots does not exceed .45. Average FAR for all homes within a small lot development does not exceed .40. FAR is calculated using a site's buildable area, including private street area and excluding critical areas and their required associated buffers.			
Maximum dwelling height is 30 feet (where minimum roof slope is 6:12 for all parts of the roof above 20 feet is provided). Otherwise, 20 feet.			
Maximum height is 18 feet for non-residential structures and 21 feet for accessory structures containing a carriage house ADU.			
Maximum size for accessory structures is 600 square feet on the ground floor. Additional area is allowed on a second floor to accommodate a carriage house ADU.			
<i>Also refer to Design Guidelines SL9.2.1 – SL9.2.5 for design guidelines that help meet the 'Mass, Scale & Form' criterion</i>			

SL10: Architectural Style

	Yes	No	Comments
The architectural style of the house or building enhances the character of the neighborhood.			
The architectural form of the house or building is designed to articulate the style of the house or building.			
<i>Also refer to Design Guidelines SL10.2.1 – SL10.2.4 for design guidelines that help meet the 'Architectural Style' criterion</i>			

SL11: Façades and Entries

	Yes	No	Comments
Façades are designed to include entries, porches and other architectural elements that relate to the human scale and provide a transition from public to private space.			
Stoops or porches are required on all homes. At least 75% of the homes within a development have porches.			
Stoops and porches are raised above the grade except where accessibility (ADA) is a priority. An accessible route may also be taken from a driveway.			
All porches and stoops take access from and face a street, park, common green, pocket park, pedestrian easement, or open space.			
Stoops are accompanied by a projecting overhead element such as a dormer, arch or gable that provides roof coverage and weather protection. Stoops are a minimum of 5 feet wide and 4 feet deep. The minimum height above grade is 12 inches.			

Porches have a minimum dimension of 8 feet and a minimum area of 64 square feet. On corner lots, porches are encouraged to wrap around the side façade at least 6 feet.			
Residential entries are located on the front façade and directly access the sidewalk or street.			
Any visible side of a home located on the corner of a neighborhood street, access lane, a park, common green, or pocket park meets the architectural standards of this section.			
Windows are provided in façades facing streets, comprising at least 20% of the façade area.			
All windows within a building and across a façade are related in design, operating type, proportions and trim.			
Windows are used as architectural elements that add relief to the façade and wall surface.			
Front doors reflect the architectural style of the home.			
Windows shall employ details, if appropriate to the architecture, such as mullions, to break the scale of the façade into smaller components.			
<i>Also refer to Design Guidelines SL11.2.1 – SL11.2.3 for design guidelines that help meet the 'Façades & Entries' criterion</i>			

SL12: Roofs

	Yes	No	Comments
Primary roof pitches are a minimum of 6:12.			
Roof pitches for gable forms on the public sides of the building are a minimum of 8:12.			
Roof overhangs are a minimum of 12 inches, excluding gutter.			
Roof material is fire retardant.			
A variety of roof colors are used within the development.			
<i>Also refer to Design Guidelines SL12.2.1 – SL12.2.2 for design guidelines that help meet the 'Roofs' criterion</i>			

SL13: Materials and Colors

	Yes	No	Comments
A consistent pattern and application of exterior materials is used on new homes and additions in order to enhance the appearance and character in the existing neighborhood.			
The combination of materials on the building façade is appropriate to its style and design and an appropriate transition in materials is used.			
<i>Also refer to Design Guidelines SL13.2.1 – SL13.2.4 for design guidelines that help meet the 'Materials & Colors' criterion</i>			

SL14: Other Design Elements

	Yes	No	Comments
Chimneys:			
a. Chimneys above the roof are at least 20 x 24 inches as measured in the plan.			

b. Wood-framed chimney enclosures are permitted; however metal termination caps are not left exposed. These tops are shrouded in a metal chimney surround.			
Columns:			
a. Character columns are round, fluted, or strongly related to the home's architectural style.			
b. Exposed 4 x 4 and 6 x 6-inch posts are prohibited.			
Corners:			
a. Beveled and mitered corners are preferred where siding is used.			
b. Metal corner clips or corner boards may also be used at corners where siding is used. Corner boards are a minimum of 2-1/2 inches in width.			
Gutters are painted an integral color to closely match the body color or trim color. Gutters may also have a traditional metal appearance provided through the use of copper, aluminum, galvanized material or other metal.			
<i>Also refer to Design Guidelines SL14.2.1 – SL14.2.5 for design guidelines that help meet the 'Other Design Elements' criterion</i>			

SL15: Interior Sprinklers

	Yes	No	Comments
Sprinklers are encouraged to be provided in all living spaces where not otherwise required by regulation.			
<i>Also refer to Design Guidelines SL15.1.1 for design guidelines that help meet the 'Interior Sprinklers' criterion</i>			

Design Element 3: Lighting Standards

SL16: Lighting

	Yes	No	Comments
Exterior lighting is designed as an integral part of the building and landscape design. All exterior lighting is prevented from projecting light upward either by placement beneath building eaves or by an integral shield of the fixture's interiors as recommended by the manufacturer.			
Site plans and architectural plans include the location of fixtures, their design and the nature and level of the illumination they will provide.			
The lighting for neighborhood streets, access lanes, alleyways, common greens, and parks is low intensity and is from the same family of fixtures.			
Lighting facilities and fixtures are located outside public right-of-way unless owned, operated and maintained by a power utility franchised by the City.			
Street lighting fixtures are a maximum height of 16 feet.			
Sidewalks and pathways not otherwise illuminated by street lighting shall be lit with ornamental lighting fixtures. All pedestrian lighting fixtures shall be a maximum height of 12 feet.			

If alley lights are mounted on the garage, they are no higher than 8 feet above ground and directed away from adjacent backyards and structures.			
Lighting is limited to illumination of surfaces intended for pedestrians, vehicles, or key architectural features.			
Street lights are placed on all internal roadways and perimeter roadways abutting the development per the design standards in UPMC 13.20.630.			
<i>Also refer to Design Guidelines SL16.2.1 – SL16.2.10 for design guidelines that help meet the 'Lighting' criterion</i>			

Landscaping Design Element
L1: General Landscape Design

	Yes	No	Comments
Landscaping is an integral part of the overall site design, rather than functioning as a camouflage for unused or unusable spaces or poor architectural design.			
Larger, more mature plant materials are used as much as possible to ensure that some immediate effect on the project's appearance will be attained within 2 years of planting.			
All landscaped public or common areas and front yard landscaping within a development have automatic irrigation systems or xeriscape concepts to ensure plant survival.			
<i>Also refer to Design Guidelines L1.2.1 – L1.2.10 for design guidelines that help meet the 'General Landscape Design' criterion</i>			

L2: Yard Landscape Design

	Yes	No	Comments
Front yard landscaping reinforces other design elements of the home through the use of vines on trellises, hedges, or low fences or walls.			
Fences and hedges are not placed near neighborhood streets, access lanes, or alleyways in such a way to create a safety or entering sight distance concern and they complement building and site design.			
Front Yard Decorative Fences: Front yard fences are decorative and help to define semi-private areas in the front of the building or between the building and common open space area.			
a. The maximum height is 3 feet except that decorative posts and gates may have a maximum height of 4 feet.			
b. Front yard decorative fences are located at least 1 foot from sidewalks and walkways to allow for planting between edge of sidewalk and fence.			
c. Front yard decorative fences provide a balance of solid surfaces and voids, such as picket or open rail fence styles.			
d. Front yard decorative fences are constructed of wood, simulated wood, iron, masonry, or steel picket or comparable. Solid privacy fences, vinyl fences and chain link are prohibited.			

Hedges:			
a. The maximum height of a hedge in a front yard, corner side yard, or area between the building and a common open space area is 3 feet.			
b. The maximum height of hedges in interior and rear yards of multi-family developments is 6 feet, except when located abutting a common open space area the maximum may be 3 feet.			
c. The maximum height of hedges in rear yards of small lot developments is 6 feet, except when located abutting a common open space area the maximum may be 3 feet. Hedges are not allowed in interior side yards in small lot developments.			
Privacy Fencing: Privacy fencing is permitted in rear yards and must be in character with the building's architecture.			
a. The maximum height of privacy fencing is 6 feet, provided that portions above 4 feet are visually permeable through the use of open rails, ironwork, trellis or other treatment to encourage interaction between neighbors.			
b. Privacy fencing adjacent to a public space is set back a minimum of 1 foot from the property line.			
c. Planting is provided along fences that face a street or public spaces.			
d. If privacy fencing is located along an alleyway, a gate is provided for access to the alleyway.			
e. Privacy fencing is constructed of wood, simulated wood, iron, masonry, steel pickets or comparable. Vinyl or chain link fencing is not permitted.			
Walls, hedges, and fences used to define outdoor private spaces that are not located within a required yard are a maximum of 6 feet. Portions above 4 feet in height are visually permeable through the use of open rails, ironwork, trellis or other treatment to encourage interaction among neighbors.			
At least 1 tree having a minimum caliper size of 2 inches or height of 8 feet is planted in the front yard of each small lot development home that has a front yard setback of 15 feet or greater unless this would conflict with an approved street tree planting plan.			
Shrubs:			
a. A continuous row of shrubs is planted adjacent to that portion of a foundation facing a public space. Spacing reflects the varying growth habits of the selected species and ensures effective screening of the foundation. The use of a mix of species and varieties within a foundation planting area is encouraged.			
b. Shrubs have an average size of 2-gallon for native plants and 3-gallon for non-native.			
Entry walks have a minimum width of 3 feet.			
<i>Also refer to Design Guidelines L2.2.1 – L2.2.4 for design guidelines that help meet the 'Yard Landscape Design' criterion</i>			

L3: Parking Area Landscaping

	Yes	No	Comments
All parking areas provide interior landscaping for shade purposes and aesthetic enhancement.			
Curbed planter areas are provided at the end of each parking aisle to protect parked vehicles from the turning movements of other vehicles.			
Parking lots are landscaped with broad branching shade trees at a minimum ratio of 3 trees per 10 parking spaces for single-loaded stall, 6 trees per 20 parking spaces for double-loaded stalls and 1 tree for every 3 parking spaces for smaller parking bays.			
<i>Also refer to Design Guidelines L3.2.1 – L3.2.6 for design guidelines that help meet the 'Parking Area Landscaping' criterion</i>			

L4: Landscaping and Planting Requirements

	Yes	No	Comments
Planting Calculation and Installation: If the calculation of the number of plantings results in a fraction of 0.5 or greater, the fraction is rounded up to the next whole number. If the calculation of the number of plantings results in a fraction of less than 0.5, the fraction is rounded down to the previous whole number. Existing trees may be used to meet the tree requirements in the planting calculations.			
Parks:			
a. One 2 inch caliper or 8 foot tall canopy or ornamental tree is planted for every 2,000 square feet of park area.			
b. Shade trees are provided adjacent to play structures and at other elements in the park, such as sport courts and benches.			
c. A pathway, with a minimum width of 3 feet, connects parks to neighborhood street, access lanes or other pedestrian connections.			
Common Greens and Pocket Parks:			
a. One 2 inch caliper or 8 foot canopy or ornamental tree is planted for every 1,000 square feet of common green or pocket park area.			
b. The common greens and pocket parks are planted with plants that reflect the character and the intended use of the greens.			
c. A pathway, with a minimum width of 3 feet, connects common greens or pocket parks to neighborhood streets, access lanes or other pedestrian routes.			
Pedestrian Easements: Trees are required along all pedestrian easements to provide shade.			
a. Trees have a minimum caliper of 2 inches at time of planting unless the City determines that a particular species or cultivar, which is available only in a smaller size, is the preferred selection for a specific location.			

b. Trees are spaced 20 to 30 feet on center, depending on the form and spacing requirements for the selected trees.			
c. Trees are placed so as not to block sight distance or create a safety concern.			
d. Generally, tree species are selected from the City's Approved Street Tree Palette, which is contained in the City's Streetscape Design Standards and Guidelines adopted pursuant to UPMC 19.53. The City may approve trees that are not on the Approved Street Tree Palette provided a registered landscape architect or certified arborist demonstrates to the satisfaction of the City that the proposed tree species will not cause damage to infrastructure or create nuisance conditions.			
Shrubs are planted with a minimum 15 percent of easement space.			
a. Shrubs are spaced to reflect the varying growth habits of the selected species.			
b. Shrubs have an average size of 2-gallon for native plants and 3-gallon for non-native.			
Ground cover or perennials must fully cover the remaining landscape area. Plantings are designed to achieve a minimum planting area coverage of 90 percent of required coverage within 3 years of installation.			
<i>Also refer to Design Guidelines L4.1 – L4.4 for design guidelines that help meet the 'Landscaping & Planting Requirements' criterion</i>			