



**City of Lakewood**  
**MINISTERIAL STAFF REVIEW (MSR)**  
**Application Form**

For all R-1 and R-A Residential Development (+ADU/JADU/ 2nd DU)  
 Please Type or Print Legibly and Scan /OR Use the Interactive PDF Form

**SUBMITTAL REQUIREMENTS** – Each PDF file and each e-mail shall NOT exceed 15 MB.  
 All materials shall be submitted electronically to [myplans@lakewoodcity.org](mailto:myplans@lakewoodcity.org). All project plans shall be in one PDF file. This completed form, a signed rent questionnaire and site photos of all sides of all structures may be sent in a separate e-mail in a PDF file not exceeding 15 MB.

**PROJECT SITE ADDRESSES:** \_\_\_\_\_

**PROJECT COMPONENTS:** (Check):  Addition ( 1<sup>st</sup> story  2<sup>nd</sup> story)  New D.U.  New 2<sup>nd</sup> DU  
 Front Porch  Rear Patio ( Open or  Enclosed)  Garage  Accessory Building  Other  
 ADU  JADU  Garage Conversion ( Attached or  Detached)

**PROJECT DESCRIPTION:** (Describe with square footage (SF) of all construction and demolition):  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

*E-MAIL ADDRESS* \_\_\_\_\_ *PHONE:* (    ) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

**PLAN PREPARER:** \_\_\_\_\_

*E-MAIL ADDRESS* \_\_\_\_\_ *PHONE:* (    ) \_\_\_\_\_

RELATIONSHIP (check):  Architect  Designer  Engineer  Other (specify): \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT** (*If not listed above*)/OTHER: \_\_\_\_\_

*E-MAIL ADDRESS* \_\_\_\_\_ *PHONE:* (    ) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**NOTE:** MSR action notification will be sent via *E-MAIL* to property owner and all others listed above.

\_\_\_\_\_  
**Applicant Signature:** (Property Owner or Representative) **Date:**

## **MSR DEVELOPMENT STANDARDS CHECKLIST**

*Designers use this list to confirm MSR design compliance.*

### **APPLICATION SUBMITTAL CHECKLIST** (*DU = Dwelling Unit; SF=Square Foot*):

- Application Form** – Fully completed including Property Owner/Plan Preparer phone number and e-mail
- Site Pictures** All sides of all buildings separate PDF file  **Rent Questionnaire** - Signed
- PLANS:** Site, Roof, Floor, and Elevations, all in **ONE PDF file** - Shall Not Exceed 15 MB.
- Do not submit structural and Title 24 energy calculations, save for Building Plan Check
- All Plan Sheets:**  Approval Box 3" x 3"  North arrow  Scale is indicated
- Title Block with Site Address, Designer and Owner contact information  Keep plans readable
- All General Notes on a separate sheet  Revision Date  Revision Clouds

### **TITLE SHEET** (optional), **SITE AND ROOF PLANS:** Dimension the following: (*P/L = Property line*)

- Scope of Work – List all improvements with SF for Existing/New/Demolition
- Project Metrics: List: Lot Area, Lot Coverage (45%/65% 2<sup>nd</sup> DU), Front/Rear/Side Setbacks, Projections
- Floor Area- all structures (*Exist/New*),  All P/L dimensions  Adjacent Street names  Alley width
- DU area \_\_\_\_\_  DU ht. \_\_\_\_\_  Open Space (750 SF or 15%) \_\_\_\_\_
- Dimension driveway/driveway turning radius  Show width/location of utility easements/ features.
- Dimension all sides/all structures, distance between structures and to P/L  Each DU 1" water line/meter?
- Dimension/Area/Percentage of FYHA and FYLA and provide landscaping diagram (planters min. 3' wide)
- Three trash carts per DU not street viewable.  Indicate slope direction and grade
- All DU mailboxes together  All DU addresses together - street viewable
- Dimension height and location of walls and fences with any extensions and gates
- If gated, provide a pedestrian gate (Approx. 3' wide with single hand operable door handle/latch)
- Sidewalk from public sidewalk to each DU min. 3-feet wide unobstructed
- Sidewalk from DU to trash, mailbox, and parking  DU entry door min. 3-feet wide
- Covered Entry/Porch (Min. 5' x 5')  Request 5' x 10' with wrapped 4" x 6" posts
- Water Heater (W/H) - (List type for each DU)  No uncovered W/H metal enclosures. New water line (1")
- Show any A/C Min. 3' to P/L for each DU  Show all exterior utilities (*Electrical panels, gas*)
- Roofs:**  All DUs have matching roof styles, vents, pitch, ridges, eaves, and overhangs.
- Show PV solar panel location for New Detached DUs **JADU:**  Interior door/  Bathroom?

**FLOOR PLAN:** Dimension: Floor Area \_\_\_\_\_ SF (*2<sup>nd</sup> DU Max. 1200 SF*)  Show Porch Area w/ 3' Entry Door

- Kitchen (Stove clear 48")  Dining  Bedroom (Min. 7.5' wide/80 SF+)  Living Room  Laundry hookups.

**Accessibility Elements:**  Bathroom (44 SF+) (shower threshold max. 4" ht.)  Elongated Toilet 16.5" to rim

- New/Remodel 1<sup>st</sup> floor Bed/Bath  Blocking for grab bars (toilet/shower)  Doorways (min. 32" clear)
- Electrical Outlets 18"+ to top of box and switches 48" or less  Handrails for stairs

**ELEVATION PLAN:** Elevation Plans shall show and dimension the following:

- Compass direction and lot location of each elevation (e.g., Front/North, Rear/South, etc.)
- Roof Style: height/pitch, fascia, barge boards, eaves, overhangs, venting, mechanical and any PV solar
- Same Style: windows, doors, fences/wall, siding materials, porch, pop outs, shadowing, and trim
- Wainscot/Siding wrap 3' each side  Landscaping/planters (Min. 3' wide)
- Mechanical Equipment?  2<sup>nd</sup> Story windows obscured or bottom sill 5'+ from floor
- Garage Conversion:**  Garage door/frame fully removed  Garage floor vapor barrier/flat

## MINISTERIAL STAFF REVIEW (MSR) APPLICATION SUBMITTAL REQUIREMENTS

The following application items are required for review:

1. **Ministerial Staff Review Application Form.** A MSR application form is attached. The application and plans shall be submitted to the City by email to [MyPlans@LakewoodCity.org](mailto:MyPlans@LakewoodCity.org). The electronic PDF form is available at: [www.lakewoodcity.org/services/planning/forms.asp](http://www.lakewoodcity.org/services/planning/forms.asp)
2. **The Plans.** Submit the proposed residential development plans electronically in one PDF file that is less than 15 MB. The plans shall include at a minimum a site plan, floor plan, roof plan, and four-sided elevations, as follows: *(Three-dimensional renderings are also encouraged)*
  - A. **Site Plan** (see Figure 1) – Submit a site plan of the project site, fully dimensioned and drawn at a scale no less than 1/8" = 1' or 1" = 10'. The site plan page shall leave a blank area minimum 5" x 7" for official use for the approval stamps and zoning compliance statement.

The site plan shall show:

- 1) North arrow and scale.
- 2) Title block including a) Type of development and the zoning (i.e., R-1 or R-A), b) Address of job site, c) Date the plan was prepared, and d) Name, address, phone number and the e-mail address of each of the property owner, person/firm preparing the plans and any other interested party who wants notification. All communications shall be by e-mail or phone.
- 3) A Scope of Work Statement shall be provided stating the square footage and use of all structures on site existing (e), new (n) and areas to be demolished. All water heaters or HVAC equipment shall be indicated for all dwelling units on the lot. This information is needed to prepare the approval.
- 4) The name of all adjacent public and private streets, including width of alleyways.
- 5) Dimensions of all property boundary lines.
- 6) Location and dimensions of all existing and proposed structures, including pools, patios, porches, balconies, decks, outdoor storage sheds, gazebos, bar-b-que islands, and other accessory structures. The distances between structures, and distances from property lines to the structures shall be noted.
- 7) Location, size, and percentage of front yard areas dedicated to hardscape and landscape. Include a schematic drawing of existing and proposed landscaping.
- 8) Location, dimensions, heights and materials of walls or fences and gates.
- 9) Location and dimensions of the driveway and driveway turning radius area, if needed.
- 10) Location of all exterior mechanical equipment, such as air-conditioning condenser units, water heaters, electrical panels, and gas meters.
- 11) Location of the street-oriented and viewable dwelling unit addressing and mailboxes.
- 12) Location and access to trash cart storage area that is not visible from the street.
- 13) Location of a minimum three-foot (3') wide paved access private walkway from the public sidewalk to the entry doorway of each dwelling unit and private walkways from each dwelling unit to mailbox, parking, and trash cart storage areas.
- 14) Location and dimensions of public and private easements for sewers, water, electricity, and/or any permanent physical features of the land. Each dwelling unit shall be shown to have a separate 1" water line. Indicate water meter location and size if known.
- 15) A legend specifying: a) Total square feet of lot area, b) Total square feet of open space, c) Percent of lot coverage, d) Total floor area of all existing and proposed buildings and e) Floor Area Ratio (FAR).
- 16) Direction of slopes and grade differences.

- B. **Roof Plan** – Prepare a roof plan, drawn to a scale of not less than  $1/8'' = 1'$  or  $1'' = 10'$ . The roof plan shall include existing and proposed structures, ridges, valleys, hips, crickets, eave overhangs, chimneys, locations of roof-mounted equipment, materials, and roof pitch. The roof plan may be incorporated into the plot plan or site plan. (*See attached Figure*)
- C. **Floor Plans** – Prepare floor plans to a scale of not less than  $1/4'' = 1'$ . Show the complete floor plans of the existing and proposed structures with room uses (*e.g., bedroom*) room sizes, and locations of all doorways and windows (*See Attached Figure*). A Window and Door Schedule shall be included on this plan sheet. Include a Wall Legend for existing, new and those to be demolished by using different line types (*bold, dashed, line density, faded*). Floor plans are not required for approval of roof-mounted equipment or fence extensions.
- D. **Elevations** – (see attached) – Prepare to scale (not less than  $1/4'' = 1'$ ). Show front, side, and rear exterior elevations of all buildings and all sides showing:
- 1) Compass direction and lot location of each (*e.g., Front/North, Rear/South, etc.*)
  - 2) Roof height, dimensions, and pitch. Show any proposed PV solar panel locations.
  - 3) Show venting and any roof mounted equipment or features.
  - 4) Architectural features and treatment of exterior surfaces (*e.g., materials and colors*).
  - 5) Architectural articulation, show pop outs, shadowing, and trim.
  - 6) Wainscot and siding materials are required to wrap each side a minimum of three feet.
  - 7) Window and doors including style, type, width, height, and trim.
  - 8) Fences and walls with gates, specifying heights, widths, extensions, and materials.
  - 9) Exterior mechanical equipment and proposals for its screening.
  - 10) Show landscaping and any proposed planters.
- E. **Three-Dimensional View**. If available submit at least one three-dimensional view showing the front building mass (*walls, roof, windows, and doors, etc.*) of the proposed project and its proposed articulations (*wainscot, siding, trim packages, etc.*) This will assist review.
3. **Site Photographs** – One electronic PDF file less than 15 MB containing color photographs of existing conditions on all portions and all sides of all structures on the subject project site.
4. **Rent Questionnaire** – Complete the form for each dwelling unit of the subject lot including ADUs, JADUs and second dwelling units. If for self or family members just indicate “\$0.00 -Family” on the form for each such dwelling unit.