

Cottage Housing Development Application

Property address or general location (cross-streets): 	<u>Office Use Only</u> Permit # _____ Associated Permits: PRE _____ BSP _____ SDP _____ ULS _____ C&G _____ CAO _____ Zone: _____
Existing Legal Description(s) (or Tax #): Parcel Number(s): _____ Addition: _____, Block(s): _____ Lot(s): _____	Associated Permits: PRE _____ BSP _____ SDP _____ ULS _____ C&G _____ CAO _____ Zone: _____
Please briefly describe the project (attach additional pages if needed): <p>As part of this Design Review submittal, complete the attached pages 4 – 6 and explain how the proposal meets each Design Review Standards objective. Please note that only the <u>objective</u> of the standard is listed. Each of the standards has required and suggested means of meeting the objective. Applicants must refer directly to the standard in order to design the project and complete this form. You may access Title 17, Section 17.34 “Cottage Housing Development” and Section 17.46 “Commercial, Multifamily, Cottage Housing Developments, and Mixed Use Architectural and Site Design Review Processes” in the Port Townsend Municipal Code through the City of Port Townsend website at www.cityofpt.us.</p>	
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
<p>Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, attach wetland report.</p> <p>Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>(If the answer to either of the above questions is “YES”, a critical area permit may be required).</p>	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____ **Date:** _____

See attached for details on plan submittal requirements and cost.

Cottage Housing Design Review Guidelines

Please refer to the following chapters in the Port Townsend Municipal Code (PTMC), also available on line at www.cityofpt.us:

- Chapter 17.34, *Cottage Housing Development Design Standard*
- Chapter 17.46, *Commercial, Multi-Family, **Cottage Housing** Developments, and Mixed Use Architectural and Site Design Review Processes.*
- Chapter 18.20, *Binding Site Plans*
- *Chapter 18.22, Unit Lot Subdivisions*
- Chapter 19.06, *Tree Conservation Standards*

Proposals with one or more departures from the design and development standards in PTMC 17.34 are subject to Alternative Design Review, Administrative Review with an Advisory Committee. PTMC 17.46.080 defines Design Standard departures, gives details on which departures are permitted, and explains the process.

Chapter 17.34 requires a Binding Site Plan (18.20) or a Unit Lot Subdivision (18.22), and compliance with the Tree Conservation Ordinance (19.06) as part of a Cottage Development Permit.

The cottage housing development permit application process depends on the residential zone:

Zoning District	Permit Procedure Type
R-I Low Density Single-Family	Type I-A
R-II Medium Density Single-Family	Type I-A
R-III Medium Density Single-Family	Type I-A
Advisory Committee Requested & Departures	Type II

Type II Administrative Review with the Advisory Committee includes the notice of application process, but only one published notice as there is no open public hearing.

Fees (see Page 3) include a \$50.00 notice board deposit, which is refunded after the notice boards are returned.

See PTMC Chapter 20.01.040 for more details.

Cottage Housing Submittal Requirements

CHECKLIST

Pre-application Meeting Required

- \$514.90 for Type III Applications
- \$312.94 for Type I and Type II Applications

Binding Site Plan or Unit Lot Subdivision (required)

- Residential: \$615.88 (+\$125.00)

Cottage Housing Development Permit Fee

- \$213.00 (without advisory committee)
- Administrative Review with Advisory Committee, if requested by applicant: \$3039.40 + \$125 for Noticing Fees

- Two sets of:
Scaled site plan(s) showing:
 1. Exterior property lines and adjacent street/alley rights-of-way;
 2. Building footprints for all structures (including setbacks from property lines) and covered porch dimensions;
 3. Common and private open space including minimum dimensions and square footage of each area;
 4. Parking layout including any proposed on street parking (see PTMC 17.72 for parking regulations);
 5. Driveway locations;
 6. Proposed pedestrian walkways;
 7. Proposed conceptual landscaping in conformance with PTMC 19.06 Tree Conservation and parking lot landscaping in conformance with PTMC 17.72.190;
 8. Fencing locations, heights, and materials (if applicable);
 9. Dumpster location (if applicable);

- Two sets of:
Scaled preliminary architectural drawings of all structures showing:
 1. Elevations of all buildings (may be in color or black & white);
 2. Floor plans (conceptual) depicting area of porch, ground floor and upper floor;
 3. Roof design including eave dimensions;
 4. Exterior lighting plan in conformance with PTMC 17.34.190
 5. Proposed signage (if any).

The PCD director may allow later submittal of certain requirements, such as the lighting or landscaping plan, if the applicant wishes to first have conceptual review of the overall project.

Cottage Housing Design Objective Analysis. Please explain how the cottage housing development proposal meets the following design review objectives. Please note that only the objectives are listed here. Each of the standards has required and suggested means of meeting the objective. Applicants must refer directly to the standards contained in Chapter 17.34 in order to design the project and complete this form. **Indicate whether the prescriptive standards will be met, or whether an “alternative design” is being proposed.**

Building height.

A. Objective: Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Because the base density is higher and building separation less than on typical residential lots, it is important to maintain a feeling of adequate light and open space by providing more restrictive maximum roof heights and roof proportion standards. (PTMC 17.34.050)

How Met:

Covered main entry porches.

A. Objective: All residences in cottage housing developments shall be provided with a covered main entry porch to create a private outdoor space protected from the weather and provide a transition from the interior private residential space to the semi-private outdoor space. Covered porches shall be usable in both design and dimension. (PTMC 17.34.070)

How Met:

Street facing facades.

A. Objective: The street facing facades of cottages in a cottage housing development will contribute to the neighborhood by including attractive design details such as windows, changes in materials, and views of front doors or porches. The main entries of some cottages will be visible from the adjacent streets to provide a visual pedestrian connection with the surrounding neighborhood. (PTMC 17.34.080)

How Met:

Lot coverage area.

A. **Objective: Lot coverage area:** Cottage Housing Developments shall not exceed underlying lot coverage standards for the respective zoning district to maintain residential neighborhood character and the balance of built structures to open spaces. (PTMC 17.34.090)

How Met:

Impervious surface area – R-I zone limitation.

A. Objective: **Impervious surface area – R-I zone limitation:** Cottage housing developments located in the R-1 zone shall limit their impervious surface area in recognition of the stormwater and soil conditions present in the R-1 zone and to prevent adverse stormwater impacts. (PTMC 17.34.100)

How Met:

Cottage floor area.

A. Objective: Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Maintaining the maximum square footage of residences in cottage housing developments is necessary to prevent overbuilding of the site and to not exceed available off-street parking. (PTMC 17.34.110)

How Met:

Yards – Building setbacks from exterior lot lines.

A. Objective: Exterior lot line building setbacks in cottage housing developments are based upon setbacks in the R-II zoning district. These yard setbacks are appropriate based upon the allowed density of cottage housing as well as the small size of the structures. Flexible setbacks are allowed per the discretion of the PCD and Public Works Directors to obtain improved site design and to avoid impacting existing physical features on the site such as trees. (PTMC 17.34.120)

How Met:

Common open space.

A. Objective: Open space that is commonly owned by all members of a cottage housing development is an important feature of any site design. It is intended that the open space be adequately sized and centrally located. (PTMC 17.34.140)

How Met:

Private open space.

A. Objective: Each residential unit in a cottage housing development shall be provided an area of private open space. The private open space create a sense of privacy and shall be oriented to take advantage of solar orientation and other natural features to create a small but pleasant private yard area. The private open space may be separated from the common open space with a small hedge, picket fence, or other similar visual separation to create a sense of separate ownership. (PTMC 17.34.150)

How Met:

Tree conservation.

A. Objective: Cottage housing developments shall be designed to incorporate existing trees to the extent possible. New trees shall be located to create amenities in the common open space, private open space, provide shade where appropriate, to create separation between buildings when desired, and to screen and soften the perimeter of parking areas and street facing sides of cottage housing developments. (PTMC 17.34.160)

How Met:

Stormwater low impact development techniques.

A. Objective: Cottage housing developments shall be designed to take advantage of open space and landscaped features to utilize stormwater low impact development techniques including natural filtration and on-site infiltration of stormwater. (PTMC 17.34.170)

How Met:

Off-street parking.

A. Objective: Off-street parking shall be located and designed to be less visible from frontage streets than the cottages themselves. Off-street parking shall be designed to maintain a pedestrian character for the overall cottage housing development. Clustering parking to the side or rear of a cottage project will most often best accomplish these goals, however, parking may be adjacent to cottage units. Parking areas shall be attractively landscaped to screen parking from adjacent properties and street rights-of-way and shall meet applicable parking lot landscape standards. (PTMC 17.34.180)

How Met:

Exterior lighting and heating/cooling equipment noise.

A. Objective: Cottage housing developments should be designed to minimize light and noise impacts both within the development and to adjacent properties. (PTMC 17.34.190)

How Met: