



DESIGN REVIEW APPLICATION FORM

COMMUNITY DEVELOPMENT DEPARTMENT
1309 MYRTLE AVENUE, ENUMCLAW, WASHINGTON 98022
(360) 825-3593 - FAX (360) 825-7232

Application #: _____

What is Design Review?

Design Review is a process through which proposed building elevations, site plans, landscaping plans and signs are reviewed by Community Development staff, then reviewed and approved by the Design Review Board. Design Review is often required in conjunction with multi-family residential and commercial building permit applications, and may be required in conjunction with conditional use permits, variances, preliminary plats and rezones (see EMC 19.12.020).

Is Design Review required for this project?

If your project falls under one of the three categories listed below, Design Review is not required!

- ____ 1) Construction or modification of a single-family residence or duplex
- ____ 2) Structural modification which will not be visible from outside the structure
- ____ 3) Modification of a structure in which the modification:
 - a. Constitutes less than 10% of the existing horizontal square footage of the use or structure, and
 - b. Constitutes less than 10% of the existing building's exterior facade, and
 - c. Is estimated to cost under \$5,000.

Otherwise, Design Review is required and you will need to:

1. Review and (if so desired) sign the Waiver form at the bottom of this page, and
2. Fill in/attach all information requested on the following page. (If any plans are larger than 11"x 17" you will need to provide 8 copies.)

The Design Review Process:

This application will be reviewed by Community Development Staff before being presented to the Design Review Board (DRB). Applications will be evaluated for compliance with the City's Design Regulations (EMC 19.12), Sign Regulations (EMC 19.10), Landscape Regulations (EMC 19.08) and Off-Street Parking Regulations (EMC 19.14). The Design Review Board will either approve the proposal as submitted, approve the proposal with conditions, or not approve the proposal (therefore requiring the applicant to redesign the project and resubmit it to the Board in order to address the DRB's concerns).

The Design Review Board meets at 6:00 PM on the 1st and 3rd Thursdays of each month. Completed applications must be submitted to the Community Development Department at least two weeks in advance of a Design Review Board meeting in order to be placed on that meeting's agenda.

For copies of the appropriate regulations or for more information please call (360) 825-3593!

Waiver of Consolidated Processing of Design Review and Building Permit Applications:

Washington State Regulatory Reform requires that the City process multiple applications for a single project simultaneously. However, in some cases it is more efficient and less costly for the applicant to complete the Design Review process before submitting a Building Permit application. The following waiver has been developed for those who wish to separate the processes:

"I waive my right to consolidate the Design Review Application and Building Permit Application. I am submitting a stand-alone Design Review application, and understand that once it has been approved I will need to then submit for the Building Permit.

Signature _____ **Date** _____

1. Applicant Information:				
	Name	Address	Phone	Fax
Project Location				
Owner				
Representative				

(please "*" the contact person)

2. Please attach all of the following materials:

staff use only

- 1) A filing fee of \$500
- 2) A full or partial colored rendering of the project
- 3) A dimensioned site plan showing existing and proposed:
 - lot lines
 - building footprints
 - easements
 - vehicular and pedestrian access and circulation
 - parking provisions and loading spaces (if required)
 - trash receptacle enclosures and utility boxes
 - fences and walls
 - other structures or site features

(Note: if more than one application form requires a site plan, submit one site plan that contains all the required features.)
- 4) Architectural building elevations, to scale.
- 5) A landscape plan drawn to scale by a licensed architect or landscape architect showing:
 - existing vegetation, including trees, with notes as to whether they will be retained
 - the amount, type and location of all new planted materials, including common and botanical names
 - provisions for irrigation (if any)
- 6) A sign plan - see Sign Permit handout for requirements (may be filed separately)
- 7) Color and material samples
