



Community Development Department

City of Snoqualmie
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(425) 888-5337 | www.snoqualmiewa.gov

DESIGN REVIEW SUBMITTAL CHECKLIST

The Applicant shall submit documents as identified below. This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections. Depending on the scope of the project, some items may not apply or may be combined. All applications shall be submitted with a proper filing fee. The City of Snoqualmie will review application and materials for completeness pursuant to Chapter 17.80 of the Snoqualmie Municipal Code (SMC). If the proposed project is located within the Historic and/or Landmark Districts, additional requirements in Chapter 17.35 SMC will apply. If the application is determined complete, City staff will draft a staff report and recommendation for Design Review Board (Planning Commission) consideration. The project will then be scheduled for Board review. The rules and regulations of the Design Review Board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The Board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050. The Design Review Board shall review proposed development plans for all proposed developments, excluding single-family homes and further excluding any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055.

Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

DESIGN REVIEW APPLICATION REQUIREMENTS:

Minimum Requirements:

- ☐ Application Filing Fee
- ☐ Design Review Application
- ☐ Design Narrative
- ☐ Site Plan
- ☐ Building Elevation(s)
- ☐ Colors and Materials Samples

Checklist for Required Documents:

1) Design Narrative - Project Description and Design Intent.

Describe how the proposal complies with the applicable development code and review guidelines contained in SMC 17.80.050. For projects in the Historic and/or Landmark Districts, the narrative shall describe how the project addresses the criteria in SMC 17.35.190-.270.

2) Site Plans

All plans must be drawn at an engineering or architectural scale.

A. Identifying Information. Name, Address, and phone number of the person who prepared the drawing.

☐ N/A ☐ Submitted on sheet/page(s) _____

B. Site Layout. A plan, drawn to scale no smaller than one-inch equals 40 feet showing location and size of all structures, critical areas, required buffer areas, required setbacks, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities and parking and vehicle maneuvering areas. Include graphic scale and north arrow.

☐ N/A ☐ Submitted on sheet/page(s) _____

C. General Building Information. Location, identification, and dimensions of all proposed and existing buildings and their uses

☐ N/A ☐ Submitted on sheet/page(s) _____

D. Property Information. Dimensions of all property lines.

☐ N/A ☐ Submitted on sheet/page(s) _____

E. Frontage. Planned or required frontage improvements.

☐ N/A ☐ Submitted on sheet/page(s) _____

F. Setbacks. Building/structure setbacks from front, side, and rear property lines.

☐ N/A ☐ Submitted on sheet/page(s) _____

G. Neighboring Property Information. Plans/drawings depicting the relationship of the project to abutting properties and buildings. Include buildings and property lines within 50' of the proposed site.

☐ N/A ☐ Submitted on sheet/page(s) _____

H. Parking Management, Pedestrian and Vehicular Circulation.

i. **Vehicular Circulation.** Alleys, access lanes, parking areas, and curb cuts.

☐ N/A ☐ Submitted on sheet/page(s) _____

ii. **Parking.** Number, angle and size of parking stalls.

☐ N/A ☐ Submitted on sheet/page(s) _____

iii. **Parking Lot.** Parking lot layout design and when applicable, loading areas.

☐ N/A ☐ Submitted on sheet/page(s) _____

iv. **Emergency Access.** Service and emergency access driveways & loading areas.

☐ N/A ☐ Submitted on sheet/page(s) _____

v. **Pedestrian Circulation.** Walkways, public gathering spaces, and open spaces.

- ☐ N/A ☐ Submitted on sheet/page(s)_____
- vi. **Parking Reductions.** Responses to criteria for parking reduction.
☐ N/A ☐ Submitted on sheet/page(s)_____
- I. **Public Improvements.** Including sidewalks, curbs, gutters, etc.
☐ N/A ☐ Submitted on sheet/page(s)_____
- J. **Civil Engineering Plans.** Include all applicable plans listed below.
☐ N/A ☐ Submitted on sheet/page(s)_____
- i. **Grading Plan.** A topographic map of the property, delineating contours, exiting and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and hard surfaces.
☐ N/A ☐ Submitted on sheet/page(s)_____
- ii. **Paving Plan.** A description of proposed plan, pedestrian and moving vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring, and texture.
☐ N/A ☐ Submitted on sheet/page(s)_____
- iii. **Utilities Plan.** A utilities plan showing the location and type of all utilities proposed.
☐ N/A ☐ Submitted on sheet/page(s)_____
- K. **Accessories.** The location of all outdoor furniture, trash receptacles and accessories.
☐ N/A ☐ Submitted on sheet/page(s)_____
- L. **Landscape Plans.**
☐ N/A ☐ Submitted on sheet/page(s)_____
- i. **Significant Tree Survey.** A significant tree survey showing the species, size and location of all significant trees on the project site.
- ii. **Tree Retention Survey.** A survey showing the species, size and location of all significant trees to be retained on the project site.
☐ N/A ☐ Submitted on sheet/page(s)_____
- iii. **Existing Vegetation.** Location of any existing vegetation and trees to be retained.
☐ N/A ☐ Submitted on sheet/page(s)_____
- iv. **Proposed Plant Materials.** Show the location of proposed plant materials, with a plant schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes.
☐ N/A ☐ Submitted on sheet/page(s)_____
- v. **Photographs or Images.** Include photographs or images of proposed plant materials.
☐ N/A ☐ Submitted on sheet/page(s)_____
- 3) **Building Elevations.** At applicable scale but not less than 1/8-inch equals one foot, showing the details identified below.
☐ N/A ☐ Submitted on sheet/page(s)_____

- A. **Color and Materials.** Elevation drawings showing the exterior color and material composition.
☐ N/A ☐ Submitted on sheet/page(s) _____
- B. **Height.** Height of each building from average existing grade.
☐ N/A ☐ Submitted on sheet/page(s) _____
- C. **Features.** Projections, upper floor setbacks, balconies, overhangs, windows, building entrances, roofs, and similar architectural features (as specified).
☐ N/A ☐ Submitted on sheet/page(s) _____
- D. **Equipment Screening.** A description of how all mechanical and utility equipment will be screened.
☐ N/A ☐ Submitted on sheet/page(s) _____
- E. **Fencing.** The location and description of any proposed fencing.
☐ N/A ☐ Submitted on sheet/page(s) _____
- F. **Illustrations.** A colored illustration/rendering of the proposed design.
☐ N/A ☐ Submitted on sheet/page(s) _____
- 4) **Lighting.** Lighting plan drawn to engineering scale showing details identified below.
- A. **Mounting.** Pole and mounting heights for all proposed fixtures.
☐ N/A ☐ Submitted on sheet/page(s) _____
- B. **Exterior lighting.** Building exterior and parking area lighting.
☐ N/A ☐ Submitted on sheet/page(s) _____
- 5) **Signage.** Sign plans to scale showing details below.
- A. **Placement.** Sign location and appropriate setbacks from property lines.
☐ N/A ☐ Submitted on sheet/page(s) _____
- B. **Dimensions.** Sign dimensions, size height and length.
☐ N/A ☐ Submitted on sheet/page(s) _____
- C. **Rendering.** A colored illustration of the proposed sign(s).
☐ N/A ☐ Submitted on sheet/page(s) _____
- D. **Material Example.** An example of types of material(s) to be used for the sign with color samples.
☐ N/A ☐ Submitted on sheet/page(s) _____
- E. **Wall Signs.** For wall signs, the drawing shall portray the proposed sign's relationship with to any existing or proposed signs located on the same façade or common building wall.
☐ N/A ☐ Submitted on sheet/page(s) _____
- 6) **Color and Materials Palette.** A schematic color and materials palette of the building's exterior siding, trim, cornice, windows and roofing. If alternative design review is requested, material and color samples shall be provided.
☐ N/A ☐ Submitted on sheet/page(s) _____

7) Other Information:

NOTES:

- Please be sure that all drawings are clear, and information is legible. Number each page of the application consecutively.
- The applicant bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.
- The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call.