City of Sequim Planning Department
www.ci.sequim.wa.us

Phone: 360.683.4908
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615 N. 5th Avenue
Sequim, WA 98382

DESIGN REVIEW APPLICATION

For Department Use Only:

Application Fee of $480.00 plus 10% of building permit, if any; non-refundable

Receipt Number: _____ Application Number: _____

Date: _____ Associated Applications: _____

Clerk: _____

Applicant Information

Owner's Name: _____

Owner's Email: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Business Number: _____

Representative's Name: _____

Representative's Email: _____

Representatice's Address: _____

Representatice's Phone: _____ Business Number: _____

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? ☐ Yes ☐ No

If yes, attach the appropriate environmental analysis.

This project includes? ☐ Residential Developments ☐ Commercial Development ☐ Both

Please provide the existing Address, Legal Description and/or Parcel Number(s).
Use and attach additional pages if necessary.

Design Review Application Submittal Requirements Checklist

******It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Planning Department. ******

- ☐ A Pre-Application meeting shall take place prior to formal submittal of the Design Review application ($350.00-fee).
- ☐ A complete Design Review application with all required studies and submittal materials ($350.00-fee).
- ☐ *State Environmental Policy Act (SEPA) Checklist ($500.00-fee).
- ☐ Title Report or other proof of ownership.
- ☐ **Two Copies of an 18" x 24" or larger Site Plan map prepared by a Washington State licensed and registered land surveyor or equivalent to drawn at a horizontal scale of 50-feet or fewer to the inch, depicting the following items and required studies:**
  - ☐ Elevation Drawings. Complete elevation drawings of all buildings showing dimensions and proposed materialsincluding roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design and roof pitch.If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided.
  - ☐ Equipment Screening. A description of how all mechanical and utility equipment will be screened.
  - ☐ Color and Material Palette. The proposed schematic color and material palette for exterior siding, trim, cornice, windows and roofing of all proposed structures.
  - ☐ Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 &18.80); for questions consult with the City of Sequim Planning Department.
  - ☐ Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
  - ☐ Estimated quantities of fill exported and imported to the site.
  - ☐ Preliminary Site Section Drawings. Section drawings which illustrate existing and proposed grades.
  - ☐ Preliminary Grading Plan. An accurate topographic map of the property, delineating contours, (existing 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 impervious surfaces.

Design Review Application Submittal Requirements Checklist

- [ ] Site Layout. A plan, drawn to scale no smaller than one inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, landscape areas, open spaces, common areas or plazas, walkways, preliminary stormwater retention/ detention facilities, and parking lot layout and vehicle circulation.
- [ ] Vegetation Plan. A plan which accurately identifies the species, size and location of all significant vegetation within the property subject to the application.
- [ ] Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200′ of the proposed project.
- [ ] Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- [ ] Tree Retention Plan. A landscape plan showing the species, size and location of all significant (SMC 17.28.030) natural vegetation to be retained on the property.
- [ ] Adjacent property owners' list for all properties located within a 300′ radius obtained for Clallam County assessor' office.
- [ ] A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500′ of the subject property, and including a north arrow.
- [ ] Copies of any existing and/or proposed deed restrictions or covenants.
- [ ] Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- [ ] Preliminary Utilities Plan. A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.
- [ ] Preliminary landscaping plans
- [ ] Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.
- [ ] A description of how parking requirements will be met, this should be shown on the site plan.
- [ ] Preliminary road plans including plan, sections, and profiles.
- [ ] Preliminary phasing plan, if proposed.
- [ ] The name of the project.
- [ ] Legal Description of the entire parcel.

Design Review Application Submittal Requirements Checklist

- ☐ Date, scale and north arrow.
- ☐ Boundary lines, right-of-way for streets, easements and property lines of lots.
- ☐ Fencing. The location and description of any proposed fencing.
- ☐ Location of all open spaces.
- ☐ Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
- ☐ Street (right-of-way) widths and names.
- ☐ Lot acreage, dimensions and lot numbers.
- ☐ Locations of private and/or public easements, their dimensions and their purpose.
- ☐ Lighting and Signage. A photometric plan identifying location and height of proposed parking lot, pedestrian and/or building security light structures and poles. Sign type and location shall be identified. A separate City of Sequim sign application will be required for additional sign information.
- ☐ Accessories. The location of all outdoor furniture, trash receptacles, recycling areas, bicycle racks and other accessories.

* = May not be required to be submitted in conformance with WAC197-11-800 (Categorical Exemptions)

******The City of Sequim Planning Department may require additional information necessary for decision making purposes. ******

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this designed Site Plan under review.

Owner(s) _____ Date _____

Representative(s) _____ Date _____

Print Form