



Permit Center

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382

Email: permits@cob.org Web: www.cob.org/permits

***Revised February 26th, 2020
(RFI dated 8/10/19)***

DESIGN REVIEW CHECKLIST

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

To assist staff in review of a design review application, the following items must be complete.

Planning staff will help you determine which of these requirements are applicable. See instructions in this packet.

COMPLETE THIS CHECKLIST:

- ☒ Pre-application conference or waiver (if required)
- ☒ Pre-application Design Guidance Meeting by the Design Review Board
- ☒ Pre-application neighborhood meeting or waiver (if required)
- ☒ Transportation certificate of concurrency (if required) (Application for Multimodal Transportation Concurrency)
- ☒ Land Use Application (attached)
- ☒ Environmental checklist (SEPA) (if required)
- ☒ Statement describing the development objectives.
- ☒ A project narrative that includes:
 - ☒ A detailed description of how the project meets each applicable design standard and guideline for the design area (Urban Village, etc.). For example, the narrative for a new building downtown would include a list of each applicable standard and guideline and how the project addresses each item. Print N/A for those standards/guidelines that don't apply.
 - ☒ A detailed description of how the project addresses any design guidance provided by the DRB or HPC.
 - (N/A) ☒ Any requested departures from the design standards, along with an explanation of how the departure criteria is met.
- ☒ Residential Multi Data sheet (attached)
- ☒ Photos of the site context showing the subject site and adjacent buildings, including the block face and the block face across the street
- ☒ Zoning compliance data (calculate required parking, lot coverage, open space, etc.)
- ☒ List new gross floor area: Ground floor: 20,596 Upper floors total 140,223
- ☒ Value of new construction and exterior alterations: ☐ \$50,000 or less ☒ Over \$50,000
- ☒ Legal description of the property
- ☒ Other land use permit applications required for the project
- ☒ One (1) full-size (24" x 36") scaled, dimensioned plan set (more may be requested by staff)
- ☒ Eight (8) sets of 11" x 17" reductions of all plans, including colorized sheets
- ☒ Provide copies of the plans in an electronic format.

☒ Application fee (DRB pre-application review fee credited if application is filed within 6 months of the DRB meeting)

☒ Mailing list and labels (if Type II or requires Board or Commission review)

N/A ☒ Submit information if the proposal is utilizing Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR). Indicate the number to be transferred or purchased. Note that TDR/PDR may only be used within a City TDR/PDR receiving area.

N/A ☒ Other required information: _____

SITE PLAN REQUIREMENTS CHECKLIST:

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning & Community Development Department may require additional information to evaluate the proposal.

Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between $\frac{1}{4}" = 1'$ and $\frac{1}{8}" = 1'$; and $1" = 10'$ and $1" = 40'$;

Existing Site Conditions

☒ Vicinity map

☒ All lot lines and site boundary dimensions

☒ Topography

☒ Critical Areas

☒ Streets, alleys, etc.

☒ Utilities

☒ Location, dimensions, gross floor area and use of existing structures. Indicate all structures to be demolished

☒ Distances between structures and property lines

☒ Location and design of all paving

☒ Walkways and bicycle paths

New Development

☒ Proposed lot lines

☒ Existing and proposed easements

☒ Proposed grading/final contours

☒ Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs

☒ Distances between proposed buildings, parking areas and property lines

☒ Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2-foot contours when requested by the Planning & Community Development Department

☒ Location, height, top elevation and width and design of existing and proposed retaining walls and rockeries. Cross sections may be required

- ☒ Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access
- ☒ Proposed and existing pedestrian walkways and surfacing
- ☒ All significant man-made or natural features (ponds, streams, etc.)
- ☒ Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

(Note: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.)

- ☒ All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design
- ☒ Location of existing and proposed utilities within the site such as sewer, water, gas and electricity
- ☒ Location of existing fire hydrants
- ☒ Proposed garbage/recycling collection areas and dimensions
- ☒ Location and type of proposed exterior lighting, including parking lot and building
- ☒ Location of proposed signs
- ☒ Land uses, lot lines and approximate location of structures and pavement on abutting properties

Conceptual Landscaping Plan

- ☒ Scale
- ☒ Abutting street right of way to the curb
- ☒ Location, height, and designs of rockeries, retaining walls and fences
- ☒ Surface and subsurface stormwater facilities
- ☒ Buildings and paving
- ☒ Topographic contours - pre and post construction
- ☒ Wetlands, ponds, streams and proposed buffers
- ☒ Existing vegetation to be retained
- ☒ General location and type of proposed trees, shrubs and ground cover

Commercial or Industrial Development

- N/A
- ☒ Identification of service truck access routes
 - ☒ Loading areas
 - ☒ Outdoor storage or display areas
 - ☒ Location and type of screening and buffering proposed

Critical Areas on or Adjacent to the Site

- ☒ Areas of flood hazard (FEMA floodplain or floodway)
- ☒ Wetlands on site and within 100 feet of the project boundary
- ☒ Streams, ponds or lakes on site and within 200 feet of the project boundary

- N/A ☒ Marine shoreline within 200 feet of the project site
- N/A ☒ Proposed wetland and water body setbacks and buffers
- ☒ Conservation easements or other development restrictions/existing conditions affecting the site

ARCHITECTURAL PLAN CONTENT CHECKLIST:

New buildings and additions:

- ☒ Building elevations drawn at 1/8" = 1' or comparable scale showing:
 - ☒ All facades with shadowing to show modulation of wall and roof
 - ☒ Door and window treatments
 - ☒ Awnings
 - ☒ Artwork
 - ☒ Exterior lighting
 - ☒ Building materials
 - ☒ Type of window glazing
 - ☒ Mechanical equipment and screening methods
 - ☒ Colors, etc.
- ☒ Contextual street elevation showing the proposed building in relation to adjacent buildings
- ☒ Perspective drawings, color renderings or other three-dimensional representations to adequately illustrate the proposal. Models and/or material and color boards are recommended
- ☒ Dimensioned floor plans with uses labeled; include parking garage layout
- ☒ Signs

Exterior building alterations:

- N/A ☐ A site plan is required if the project includes site alterations or if any proposed feature extends into the public street right of way
- N/A ☐ Building elevations drawn at 1/8" = 1' or comparable scale showing:
 - ☐ All facades with shadowing to show modulation of wall and roof
 - ☐ Door and window treatments
 - ☐ Awnings
 - ☐ Artwork
 - ☐ Exterior lighting
 - ☐ Building materials
 - ☐ Type of window glazing
 - ☐ Mechanical equipment and screening methods
 - ☐ Signs
 - ☐ Colors, etc.
- N/A ☐ Clearly identify existing features to be retained
- N/A ☐ Floor diagrams showing location of existing and proposed uses

(NOTE: After staff review of the application, additional materials may be required to fully illustrate the building and design features proposed.)