



STAFF LEVEL DESIGN REVIEW CHECKLIST

This checklist will help you prepare and assemble your design review packet for 1) uploading to the online permitting portal and 2) submitting a *complete* staff level design review packet.

General Information: What is Staff Level Design Review and When Do You Need It?

All projects subject to design review are reviewed by 1) the Design Review Board (DRB), 2) the Joint Review Committee (JRC) or 3) by **staff planners**. Staff level review is conducted by planners that perform the review administratively instead of a Board. Planners review the design packet to determine how well the project's design meets Design Review Code requirements, and make recommendations to the Building Official for a final decision. There are no public meetings for staff level administrative reviews. OMC 18.100.090.B.

Projects subject to review by staff:

- Single family structures on lots within the Infill Regulations Design Review District;
- Minor additions or alterations to residential or commercial projects on a Heritage Register property or within a Historic District;
- Any proposed development of 5,000 square feet or less in gross floor area, and signs in the following design districts and corridors:
 - High Density Corridors;
 - West Bay Drive District;
 - Auto Mall District;
 - Port Peninsula District;
 - Freeway Corridor; and,
 - Design Review Corridors.

If you are not sure which zoning district, design review district, or historic district you are in, please call or email the Community Planning and Development Department (CPD): 360.753.8314, email: cpdinfo@ci.olympia.wa.us. You can also go to the City's online webpage to view various maps: <http://olympiawa.gov/>

Preparing Your Design Review Packet

Narrative

A written narrative describing your project will help CPD Planning Staff respond more effectively and efficiently to your proposal.

- Provide a brief narrative description of your project that explains what you propose to do on the property. The narrative should tell a “story” of what the existing building looks like and how you plan to modify the building, changes that will be made to the look of the building, any effects the changes will have on the site and surrounding properties, sidewalks, and pedestrian and vehicular connections. Include existing and proposed building materials, new colors that will be applied, changes in roof form, windows, porches, or other elements of the building. Describe the purpose of the improvements and what you hope to achieve.

Plan Set

Your architectural plan set should be submitted/uploaded as one single 11x17 sized plan set/packet that includes several critical sheets. The plan set will consist of 1) a Cover Sheet, 2) a Site Plan, 3) a Landscape Plan, 4) Building Elevations, 5) Detail Sheets, and 5) a Colors and Materials Sheet. Staff planners will use your architectural plan set to understand the existing area, layout of your property, and final project proposal.

1. Cover Sheet

- Number your pages starting with the Cover Sheet.
- Vicinity map depicting the location of the project with respect to nearby streets and other major features, encompassing at least one square mile.
- Title of the project.
- Property Owner name and contact information.
- Applicant name and contact information if different from property owner.
- Site Information:
 - Site Area
 - Parcel area
 - Landscape area
 - Building coverage and impervious area coverage
 - Number of vehicle and bicycle parking spaces

2. Site Plan

- North arrow, scale, and date of the site plan.
- Property lines with distances from the building(s) to the property line(s).
- Adjacent public rights-of-way.
- Existing and proposed site features, such as but not limited to stormwater facilities, utility poles, fencing, and fire hydrants.
- Existing and proposed building footprint(s) with dimensioned setbacks from property lines, including garage or accessory structures.
- Location of above ground mechanical or utility equipment and screening option(s).
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Parking area layout including loading areas, and short and long-term bicycle parking with space dimensions, and loading area dimensions.
- Solid waste collection location and enclosure/screening option(s).
- Existing or proposed retaining walls or fences with spot elevations at top and bottom.
- Location of site features not listed above, including pedestrian amenities, bus stop(s), monument or free-standing signs, mail kiosks, etc.

3. Landscape Plan

- All features included on the site plan.
- Location of existing (to remain) and proposed plants.
- Type of existing and proposed plants (i.e., groundcover, shrub, tree).
- Graphic depiction of the size of proposed tree canopies at maturity on plan (photos, sketches, other).
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Location and spacing of proposed plantings.
- Common and botanical names of each species, include native (N) non-native (NN) or drought tolerant (DT).
- Container or caliper size of plants at installation.

- Quantities of plant material by species and size at installation.

4. Building Elevations

- Black and white building elevations of all sides of the building(s) labeled as north, south, east and west elevation.
- Finished floor elevations.
- Location of building doors and windows.
- Proposed building and roof materials.
- Location of exterior steps and stairways.
- Color rendering of any building elevation visible from a public right-of-way.
- Exterior building details, including all materials and colors.
- Location and type of major sign(s).

5. Detail Sheets

- Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
- Exterior light fixture detail and cut sheets.
- Solid waste collection enclosure and screen details.
- Each type of pedestrian amenity with cut sheets (i.e., trashcans, benches, planter boxes).
- Detail of short and long-term bicycle parking, including shelter, structure frame, cut sheets.
- Recreation areas including any proposed equipment or swimming pools.

6. Colors and Materials

- Building and roof materials.
- Window materials.
- Building trim colors.
- Colors of major signs.

****Please refer to the *PDF DOCUMENT SUBMITSSION REQUIREMENTS* for additional standards for uploading your submittal requirements.**