



**CITY OF KIRKLAND  
PLANNING AND COMMUNITY DEVELOPMENT  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225  
[www.kirklandwa.gov](http://www.kirklandwa.gov)**

**DESIGN BOARD REVIEW APPLICATION**

Design Review (DR) was authorized by the City Council to promote overall coherence of the community's visual and historic character. The DR process is structured to allow the City and the applicant to work closely and cooperatively to balance this goal with the desired diversity of project architecture.

This permit application packet is designed to obtain all the information necessary to allow the City to make a well informed decision on your application. The attached application checklist identifies the materials you must submit to complete your application. All application materials are public information.

**You must schedule a pre-design conference with a planner from the Department of Planning and Community Development well in advance of submitting your application for Design Review to discuss your proposal and obtain guidance on the information you must submit. Call (425) 587-3225 to schedule an appointment.**

Your application will be evaluated on the basis of the information you provide, the City's Design Guidelines, Design Regulations, the criteria listed in the pertinent sections of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, and inspection of the property.

Copies of City documents such as the Comprehensive Plan, the Design Guidelines, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue; and at the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527 6851. The City ordinances can also be found on-line at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us).

## **SOME HELPFUL INFORMATION REGARDING THE DESIGN BOARD REVIEW PROCESS**

The City of Kirkland's Design Review Board (DRB) wants to help applicants to be successful in finding the best possible design solutions for the project and the community. To assist in achieving that goal, Kirkland's process establishes three steps. These steps are intended to follow the applicant's design development process by providing appropriate feedback at the proper time.

The following information intended to provide insights and tips into the Design Board Review process. It is still important to review and complete the appropriate application forms and submittal checklists to make sure you have a complete application.

**Step 1: Pre-Design Conference.** This is a required coordination meeting with staff and can be scheduled by using the City's pre-submittal conference application.

**Step 2: Conceptual Design Conference (CDC).** This is a preliminary meeting with the DRB to review the site context and project objectives prior to detailed project design work. The meeting will be scheduled by the project planner following receipt of an application with required materials and fees.

**Step 3: Design Response Conference (DRC).** This is the formal design review meeting(s) with the DRB and includes public notice and public comment. The meeting will be scheduled following receipt of an application with required materials and fees. The complete application must be submitted within six months following the CDC or a new CDC will be required.

### ***STEP 1: PRE-DESIGN CONFERENCE***

Applicants should approach the Department of Planning and Community Development as early as possible in their process of property acquisition or project planning. At the Pre-Design Conference, a planner will be assigned to your project and will assist you scheduling and preparing for a Conceptual Design Conference with the DRB at the earliest possible date. Where appropriate, the project planner will coordinate the Pre-Design Conference with other Development Services staff to provide insight on other key development issues.

## ***STEP 2: CONCEPTUAL DESIGN CONFERENCE***

At the Conceptual Design Conference (CDC), the applicant should discuss the opportunities and constraints of the project site and vicinity, together with the conceptual development program (including one or more conceptual site plan and massing diagrams). The DRB will identify high priority guidelines and regulations for the proposed project and what materials will be required for the design review application. Following the Conceptual Design Conference, staff will send out a written summary of DRB direction. Applicants are encouraged to discuss their design development in response to the conceptual design conference with the project planner before making the formal Design Response Conference application.

Some tips to help you at the Conceptual Design stage:

- Applicants should not submit a specific project design for the Conceptual Design Conference. The DRB will not conduct design review at this meeting and applicants will likely be frustrated if conceptual direction differs from their investment in a specific project design. More importantly, because public notice of the application has not been given, the DRB will not be prepared to provide specific design direction prior to hearing from the community.
- Illustrate your thought process to the DRB through the alternative (minimum of three) massing and siting concepts – what options have been considered why do those options work or not work. If a preferred scheme is presented, explain why it is preferred.
- The project planner can provide successful examples of previous submittals.
- Please limit your presentation to approximately 10 minutes.
- Following the project presentations, the DRB will ask clarifying questions of staff and the applicant then deliberate amongst themselves to arrive at recommendations.
- If direction from the DRB is unclear to you, ask questions of the DRB to ensure that there is a mutual understanding of expectations.
- Prepare your DRB presentation either in a PowerPoint show or on presentation boards. Your project planner can assist you in presenting on the City's computer and projector or you can bring your own equipment. For presentation boards, graphics should be large and clear from a distance.
- Include a presentation of the vicinity and site, starting with your observations on the bigger-scale streetscape, architectural and urban design context, as well as the opportunities and constraints of the site itself. Continue with your development objectives, and follow with a description of your siting and design concept(s). You may also want to share alternative concepts.

### ***STEP 3: DESIGN RESPONSE CONFERENCE***

The presentation and materials for the Design Response Conference (DRC) should indicate how project design responds to each of the design guideline priorities the DRB established at the first meeting.

Some tips to help you at the Design Response stage:

- Be sure that your application is submitted within six months following the CDC or a new CDC will be required.
- Review the application checklist with the project planner to ensure that all required materials are submitted. These materials will be sent to the DRB members in advance.
- Illustrate the design process to the DRB and explain how it has evolved from the basic organizational schemes and siting/massing concepts since the Conceptual Conference.
- Make sure to include a concise description of any proposed design departures or minor variations. It is imperative that the DRB understand the exact nature and extent of the development standards you area requesting. You have the burden of proof to indicate how your request meets applicable criteria.
- Please limit your presentation to approximately 10 minutes.
- Following the project presentations, the DRB will ask clarifying questions of staff and the applicant then deliberate amongst themselves to arrive at recommendations.
- Anticipate at least two meetings to achieve project approval and use that span to refine the project in accordance with DRB direction. Expect the first meeting to focus primarily on building massing and general site planning issues. Discuss with your planner limiting the submittal materials to those appropriate to assist in that initial review. Expecting approval at the first meeting will likely be frustrating given the range of materials and public comment that must be discussed and decided at this stage.
- If direction from the DRB is unclear to you, please ask questions of the DRB to ensure that there is a mutual understanding of expectations.
- Prepare your presentation either in a PowerPoint show or on presentation boards.
- During your presentation, remember that neighbors and other members of the public will be in attendance and commenting on the design. Your presentation and materials should help educate lay people about the design solutions and how the project fits into its context.



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**APPLICATION CHECKLIST:**  
**Design Board Review**

The following is a list of materials which must be submitted in order to have a complete application. **During the pre-design conference, a planner will help you determine which of these requirements are applicable.** Less detail is required for a conceptual design conference application. Please do not turn in your application until all materials which apply to your proposal have been checked off. We encourage you to consult with the Department of Planning and Community Development if you have questions.

**RETURN THIS CHECKLIST WITH APPLICATION**

Applicant  
to check if  
submitted

**Pre-Design Conference**

A meeting with a planner is required prior to submittal.   
Call (425) 587-3225 to schedule an appointment.

**Conceptual Design Conference Application**

1. A completed application form
2. A check payable to the City of Kirkland for the filing fee. See Fee Schedule attached
3. Four (4) copies of simple and clear graphic materials in 11x17" format illustrating: 
  - a. The site, including topography, aerial photography, existing uses and structures, and existing vegetation,
  - b. Vicinity map and photographs indicating site context, including surrounding uses, structures, significant vegetation, zoning, access points, pedestrian and vehicular circulation, etc.,
  - c. Site and context analysis including views of and from the subject property, environmental factors, scale and types of adjacent uses, significant vegetation (within and bordering the site), site features, access opportunities, connections, transit, and proximity to significant, relevant, or historic features,
  - d. Conceptual site plan(s) and massing diagrams showing maximum zoning, site development potential and analysis of adjacent sites,

- e. Three alternative massing and siting concepts illustrating options for the development of the site in a clear, diagrammatic manner,
- f. Design departures (if any) being considered,
- g. Graphic or written materials indicating the development objectives for the project,

***Advanced schematic design drawings or more fully developed design materials are not expected or appropriate at this stage!***

**Design Response Application (discuss phasing your submittal materials over two Design Response Conferences with your planner to avoid unnecessary costs/details at the first meeting)**

- 1. A completed application form.
- 2. A check payable to the City of Kirkland for the filing fee. See Fee Schedule attached.
- 3. Written and/or graphic material showing how the project addresses conceptual design guidance from the Design Review Board.
- 4. Four (4) copies of dimensioned site plans, drawn at 1"=20' or a comparable scale, and folded to 8" x 11" size, showing:
  - a. Vicinity map.
  - b. Scale used and marker showing direction north.
  - c. Stamped survey showing property dimensions, dimension and type of any easements, topography at 2-foot contour intervals and location (to the adjoining centerline) and names of adjacent rights-of-way.
  - d. Identification of "pedestrian-oriented streets" and "major pedestrian sidewalks or other designated pedestrian improvements."
  - e. Location and dimensions of any existing structures, including parking areas, which are proposed to remain on the property. Please shade for ease of identification.
  - f. Existing water courses and bodies, rockeries, and other relevant man-made or natural features.
  - g. Tree Plan II in accordance with Kirkland Zoning Code Section 95.35.2.B.2.

- h. Dimensions of required yards and view corridors.
- i. Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, and driveways.
- j. Proposed uses. Please show gross floor area by use.
- k. Lot size and lot coverage calculations.
- l. Proposed landscape plan, including location, size, specification and quantities, and common and botanical names.
- m. Proposed design details, including pedestrian seating areas, awnings and other overhead weather protection measures, fences/walls, bicycle racks, external water spigots, balconies/decks, bay windows, building material and color, and exterior lighting.
- n. Outdoor loading and storage areas.
- o. Dumpsters.
- 5. Ten (10) copies of dimensioned floor plans, drawn at 1" = 20' or a comparable scale, and folded to 8" x 11" size, showing:
  - a. Proposed uses. Please show gross floor area by use.
  - b. Parking garage details, if applicable.
- 6. Five (5) copies of dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale, and folded to an 8" x 11" size, showing all facades, including design details such as: roofline, door and window treatments; awnings and other overhead weather protection measures; artwork; exterior lighting; colors; building materials; etc.
- 7. Building height calculations.
- 8. 8-1/2" x 11" reductions of all plans.
- 9. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
- 10. Written and graphic description of any design departures or minor variations requested, including a statement of how the request complies with applicable criteria.

11. Other required information: \_\_\_\_\_

\* NOTE: After review of your application, additional materials may be required to fully illustrate the building and design features proposed.

12. **The following materials must be submitted on CD to the Planning Department for presentation at public meetings and/or permanent storage:**

- Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
- All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.
- Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
- All documents must be either 8 ½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
- Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

<b><u>Public Notice</u></b>	Applicant to check if submitted
<p>Prior to the Design Response Conference, you are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) not less than 15 calendar days before the conference. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See attached instruction sheet about Public Notice Signs. Any delay in installing the board will result in procedural deficiencies and/or delays.</p>	<input type="checkbox"/>
<p>Please provide the name of the sign company that you have contacted to make the public notice signs:</p> <hr/>	<input type="checkbox"/>

# **APPLICATION FORM: DESIGN REVIEW/CONCEPTUAL MASTER PLAN**

Please check appropriate review process:

- Administrative Design Review (ADR)       Conceptual Design Conference (CDC)  
 Design Response Conference (DRC)       Conceptual Master Plan  
 Minor Modification Review

## **PRIMARY CONTACT PERSON:**

Applicant name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Note: If the applicant is not the property owner, the applicant must be authorized as an agent (see page 2)**

## **SECONDARY CONTACT PERSON:**

Applicant name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail address: \_\_\_\_\_

**AN ELECTRONIC COPY OF OR A WEB LINK TO THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION WILL BE EMAILED TO THE APPLICANT AT THE ABOVE LISTED EMAIL ADDRESS. IF YOU PREFER TO RECEIVE A PAPER COPY, THEY ARE AVAILABLE UPON REQUEST. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER'S EMAIL ADDRESS:**

YES  NO

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection): \_\_\_\_\_  
\_\_\_\_\_

(2) Tax parcel number: \_\_\_\_\_

(3) The property is zoned: \_\_\_\_\_ and is presently used as: \_\_\_\_\_  
\_\_\_\_\_

(4) Describe permit application and the nature of project (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) Have there been any previous zoning permits for the subject property? \_\_\_\_\_ If so, what is the Department of Planning and Community Development file number? \_\_\_\_\_

(6) Have you met with a planner prior to submitting your application? YES \_\_\_ NO \_\_\_

Name of planner: \_\_\_\_\_ Date of pre-design conference: \_\_\_\_\_

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED.

You may also need approvals from other city departments. Please check this before beginning any activity. If your site is adjacent to the lake, or contains an historic building or area, you may need a permit from the state or federal government.

# STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 3 of this application, and designate \_\_\_\_\_ to act as our agent with respect to this application.

## AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

## HOLD HARMLESS AGREEMENT – READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

### Applicant

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Property Owner #1

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Agent (Other than Applicant)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Property Owner #2

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**EXHIBIT A: LEGAL DESCRIPTION**



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**CRITERIA SHEET FOR MINOR MODIFICATIONS TO DESIGN REVIEW BOARD DECISIONS  
(KIRKLAND ZONING CODE SECTION 142.50)**

A response to each of the following criteria must be submitted with any application:

1. The need for the modification was not known and could not reasonably have been known before the Design Review Board approval was granted.
2. The modification is minor and will not, in any substantial way, change the proposed development or violate any requirement imposed by the Design Review Board.
3. The development that will result from the modification will be consistent with the design regulations, design guidelines, and Comprehensive Plan.