



DEVELOPMENT SERVICES

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Design Board Review Checklist

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

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 the application.

Pre-Design Conference

A meeting with a planner is required prior to submittal. Visit www.MyBuildingPermit.com to apply.

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Conceptual Design Conference Application

1. A completed application form. ☐
2. Payment to the City of Kirkland of the filing fee. See [Fee Schedule](#). ☐
3. Simple and clear graphic materials in 11 x 17" 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, more fully developed drawings, or more fully developed design materials are NOT expected or appropriate at this stage.

Design Response Application

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

1. Written and/or graphic material showing how the project addresses conceptual design guidance from the Design Review Board. ☐
2. Dimensioned site plans, drawn at 1" = 20" or a comparable scale, showing: ☐
 - a. Vicinity map. ☐
 - b. Scale used and marker showing direction north. ☐
 - c. Stamped survey showing property dimensions, dimensions 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 which are proposed to remain on the property. Please shade identification. ☐
 - f. Existing water courses and bodies, rockeries , and other relevant man-made or natural features. ☐
 - g. Tree Plan in accordance with Kirkland Zoning Code Section 95.30. ☐
 - 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/deck, bay windows, building material and color, and exterior lighting. ☐
 - n. Outdoor loading and storage areas. ☐
 - o. Dumpsters ☐
3. 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. ☐
4. Dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale, showing all facades, awnings and other overhead weather protection measures, artwork; exterior lighting; colors; building materials; etc. ☐
5. Building height calculations. ☐

6. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans. ☐
7. Written and graphic description of any design departures or minor variations requested, including a statement of how the request complies with applicable criteria. ☐
8. Other required information: ☐
- Note: After review of your application, additional materials may be required to fully illustrate the building and design features proposed.
9. **The following materials must be submitted electronically to the Planning & Building Department for presentation at public meetings and /or permanent storage:** ☐
- a. Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG, GIF.
 - b. All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native formats or converted from their native format to Adobe PDF rather than being scanned.
 - c. Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
 - d. 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.
 - e. All documents must be either 8 1/2 x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
 - f. Models and/or material/coplor boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
 - g. Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

PUBLIC NOTICE SIGNS

Read Completely and Carefully

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 [Public Notice Signs](#) instruction sheet. **Failure to have the sign(s) in place by the deadline time will result in a delay of the public meeting and additional charges to re-notice the application.** ☐

Please provide the name of the sign company that you have contacted to make the public notice sign(s):

Tree Retention Plans

The [Tree Retention Plan](#) chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.