Design Board Review Application Checklist

The Design Board Review is a three-step process including a Pre-Design Conference, Conceptual Design Conference(s), and Design Response Conference(s). A separate application is required for each conference and should be submitted through www.mybuildingpermit.com. See 'Electronic Submittal Information' section (below) for instructions regarding submittal materials. The following is a list of required application materials for each conference which must be submitted to have a complete application. Incomplete applications will not be accepted. Please reach out to the Planning Department with any questions about the Design Board Review process.

Pre-Design Conference Application (KZC 142.35.5)

A Pre-Design Conference (usually combined with a pre-submittal meeting) is required prior to submitting your application for a Conceptual Design Conference. This is a meeting with the Planning Department (and other review departments as needed) to introduce the project and identify pertinent code requirements. During the Pre-Design Conference, a planner will help you determine which of the Conceptual Design Conference and Design Response Conference materials are applicable to your project.

The following application materials are required for a Pre-Design Conference:

☐ 1. Paid application fee (see Permit Fee Schedule)

☐ 2. Completed application form

☐ 3. Conceptual plans

☐ 4. Questions for each review department (Planning, Building, Public Works, and Fire)

Conceptual Design Conference (CDC) Application (KZC 142.35.6)

The purpose of this conference is to provide an opportunity for the applicant to discuss the project concept with the Design Review Board, identify applicable design regulations and guidelines, and determine what materials must be submitted with the Design Response Conference (see below). The Conceptual Design Conference requires less detail than a Design Response Conference. Your project may require more than one Conceptual Design Conference before being able to apply for a Design Response Conference.

Note: Advanced schematic design drawings, more fully-development drawings, or more fully developed design materials are not expected or appropriate at this stage.

The following application materials are required for a Conceptual Design Conference:

☐ 1. Paid application fee (see Permit Fee Schedule)

☐ 2. Completed application form

☐ 3. Plan Sheets: *The following plan sheets must be submitted in an 11" x 17" PDF format at a 1" = 20' (or comparable) scale:*

  ☐ a. Development Objectives: Graphic or written materials indicating the project description and development objectives for the project.

  ☐ b. Topographic and Boundary Survey: Survey documents must be signed and stamped by a WA State Licensed Surveyor showing property dimensions, on-site easement(s), topography at 2-foot contour intervals, names and location (to the adjoining centerline) of adjacent rights-of-way, existing structures, on-site trees, off-site trees if impacted by the project, and any on-site wetland(s) and/or stream(s) and their associated buffers.

  ☐ c. Vicinity Map: Identify the subject property, zoning classification, and surrounding property zoning classifications.

  ☐ d. Site and Context Analysis: Identify the subject property, surrounding uses, vehicular, transit, and pedestrian circulation, and access opportunities. Include photographs of and from the subject property of the existing conditions including existing structure, surrounding uses, structures, significant vegetation, environmental factors, pedestrian and vehicular circulation, etc.

  ☐ e. Zoning Analysis: In a matrix format, list the pertinent zoning codes for the project (e.g. Lot Coverage – KZC 55.51.095 – Attached or Stacked Dwelling Units allowed at 80% lot coverage). An analysis of zoning *compliance* will not be required until the Design Response Conference.

  f. Massing and Siting Concepts: Provide three (3) feasible (code compliant) massing and siting concepts illustrating options for development of the site in a clear diagrammatic manner. Identify your preferred massing concept. Each concept must be clearly different from each other and include the following:

    ☐ i. Massing Models: Prepare massing models shown in context of existing structures within 300 feet of the subject property, renderings of the project as viewed from key vantage points at the pedestrian level, and a shadow study.

(CDC requirements cont.)

☐ ii. <u>Concept Site Plans</u>: Prepare a conceptual site plan for each siting concept. See <u>Site Plan Requirements</u> available on the City's website.

☐ iii. <u>Concept Comparison Analysis</u>: Show renderings from the same vantage points and benefits/challenges for each concept.

☐ 4. <u>Design Guideline Analysis Matrix</u>: A matrix of the applicable design guidelines and how they are being addressed. (A template for this document will be provided by the Planning Department at the Pre-Design Conference)

☐ 5. <u>Design Departures</u>: Provide a narrative identifying design departures (if any) including code references and thoughtful responses to departure criteria.

☐ 6. <u>Critical Area Determination</u>: If a wetland and/or stream was identified on the subject property, you must complete a Critical Area Determination permit prior to applying for the Conceptual Design Conference. Contact the Planning Department for information on applying for a Critical Area Determination permit.

<u>Design Response Conference (DRC) Application</u> (<u>KZC 142.35.7 and KZC 142.35.9</u>)
The purpose of this conference is to present a summary of the project allowing the Design Review Board to review the design plans and provide direction to the applicant on issues to be resolved for final approval.

Note: Your project may require more than one Design Response Conference to obtain approval from the Design Review Board.

The following application materials are required for a Design Response Conference:

☐ 1. Paid application fee (see <u>Permit Fee Schedule</u>)

☐ 2. Completed application form

☐ 3. Written and/or graphic material showing how the project addresses conceptual design guidance from the Design Review Board

☐ 4. <u>Plan Sheets</u>: *The following plan sheets must be an 11" x 17" PDF format at a 1" = 20' (or comparable) scale unless otherwise noted:*

☐ a. <u>Development Objectives</u>: Graphic or written materials indicating the project description and development objectives for the project.

☐ b. <u>Vicinity Map</u>: Identify the subject property, zoning classification, and surrounding property zoning classifications.

☐ c. <u>Site and Context Analysis</u>: Identify the subject property, surrounding uses, vehicular, transit, and pedestrian circulation, and access opportunities. Include photographs of and from the subject property of the existing conditions including surrounding uses, structures, significant vegetation, environmental factors, pedestrian and vehicular circulation, etc.

☐ d. <u>Topographic and Boundary Survey</u>: Survey documents must be signed and stamped by a WA State Licensed Surveyor showing property dimensions, on-site easement(s), topography at 2-foot contour intervals, names and location (to the adjoining centerline) of adjacent rights-of-way, existing structures, on-site trees, off-site trees if impacted by the project, and on-site wetland(s), stream(s) and their associated buffers (if applicable).

☐ e. <u>Zoning Compliance</u>: In a matrix format, list the pertinent zoning codes for the project and how the project complies with each standard (e.g. Lot Coverage – KZC 55.51.095 – Attached or Stacked Dwelling Units allowed at 80% lot coverage).

☐ f. <u>Site Plan</u> *(use a 1" = 10' or comparable scale)*

☐ i. <u>Property Information</u>: Include the property owner's name, parcel number(s), site address(es), and adjacent right(s)-of-way.

☐ ii. <u>North Arrow</u>: Directional indicator identifying north.

☐ iii. <u>Scale</u>: A scale of 1:10 is typical but others may be acceptable.

☐ iv. <u>Existing Topography</u>: Show existing topographic lines with 2-foot contour intervals in relation to a benchmark within the adjacent public right-of-way. Show the benchmark, which can be a sewer manhole cover or other fixed point, on the site plan.

☐ v. <u>Existing Structures (to remain)</u>: Location and dimensions of existing structures, including parking, proposed to remain on the property.

☐ vi. <u>Proposed Structures</u>: Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, driveways, and any other structures included in the design of the project.

☐ vii. <u>Required Yards</u>: Dimensions of required yards, open space/plazas, and view corridors.

☐ viii. <u>Pedestrian Easement</u>: Check with the City to determine if your project requires a pedestrian easement. If so, show the easement location on your plans.

☐ ix. <u>Parking Analysis</u>: Provide a parking analysis indicating the total number of required parking stalls, itemized list of provided parking stalls, and zoning code references and calculations for use of any parking reductions. *(CDC requirements cont.)*

(DRC requirements cont.)

☐ x. <u>Building Height Calculations</u> ([KZC 115.59](#)): Show existing ground elevations at midpoints of the wall segments, wall segment lengths, and average building elevation calculations. See [Calculating Average Building Elevation](#) available on the City's website.

☐ xi. <u>Lot Coverage</u> ([KZC 115.90](#)): Provide an itemized list with separate subtotals and lot coverage calculations.

☐ xii. <u>Critical Areas</u> ([KZC 90](#)): Existing wetlands and/or streams and their associated buffers *(if applicable)*. Show all existing or proposed elements (including utility infrastructure) that encroach into the critical area buffers if permitted per [KZC 90.30](#) or [KZC 90.40](#).

☐ xiii. <u>Outdoor Loading and Storage Areas</u> ([KZC 115.47](#)): Label and dimension any outdoor loading or storage areas. *(if applicable)*

☐ xiv. <u>Garbage and Recycling Enclosures</u> ([KZC 115.45](#)): Label and dimension garbage and recycling enclosure or staging areas. Provide screening details complaint with [KZC 115.45](#).

☐ g. <u>Floor Plans</u> *(use a 1/4" = 1' or comparable scale)*

☐ i. <u>Proposed Uses</u>: Label all proposed uses and provide an itemize list of gross floor area by uses for the project.

☐ ii. <u>Parking Details</u>: Label all compact and electric vehicle parking stalls, bicycle parking stalls, and provide an itemized parking stall.

☐ iii. <u>Modulation</u>: Dimension all modulations.

☐ h. <u>Elevation Drawings for All Facades</u> *(use a 1/8" = 1' or comparable scale)*

☐ i. <u>Topography</u>: Show existing and proposed topography.

☐ ii. <u>Weather Protection</u>: Include awnings and other overhead weather protection measures.

☐ iii. <u>Materials</u>: Elevations need to be in color with material call outs that coordinate with the material sheet (see below).

☐ iv. <u>Dimensions</u>: Provide dimension callouts for horizontal and vertical modulation and façade lengths.

☐ i. <u>Cross Sections</u>: Show existing and proposed topography and include neighboring buildings within 300 feet of the subject property.

☐ j. <u>Material Details</u>: Show color samples of all building materials with labels to coordinate with your elevation drawings and material board.

☐ k. <u>Tree Retention Plan</u> ([KZC 95.30](#)): See the [Tree Retention Plans for Development Checklist](#) available on the City's website for submittal requirements.

☐ l. <u>Landscape Plan</u>: Include location, size, specification, quantities, and common and botanical names of proposed landscaping.

☐ m. <u>Shadow Study</u>: Include a solar study showing the proposed structures and any existing structure within 300' of the subject property.

☐ n. <u>Lighting Plan</u>: Include a lighting plan with fixture details for all exterior lighting.

☐ o. <u>Project Renderings</u>: Provide color renderings from key vantage points of the project as viewed from a pedestrian perspective.

☐ p. <u>Design Details</u>: Provide renderings and detail sheets for design details including pedestrian seating areas, awnings and other overhead weather protection measurements, fences/walls, bicycle racks, external water spigots, balconies/deck, bay windows, building material and color, and exterior lighting.

☐ q. <u>Cross Kirkland Corridor Standards</u> ([KZC 115.24](#)): Visual materials and written response to the CKC standards. *(if applicable)*

☐ 5. <u>Design Departures and Variations</u>: Written and graphic description of any design departures or minor variations, including the pertinent code reference and statement of how the request complies with the applicable criteria.

☐ 6. <u>Design Guidelines Analysis Matrix</u>: A matrix of the applicable design guidelines and how they are being addressed. (A template for this document will be provided by the Planning Department at the Pre-Design Conference)

☐ 7. <u>Arborist Report</u>: See tree information and a [Guide to Arborist Reports](#) available on the City's website.

☐ 8. <u>SEPA Application</u> ([KMC 24.02](#)): If the project requires SEPA review, you must apply for a SEPA permit separately via [www.mybuildingpermit.com](#) using the following application pathway. See [Environmental Review (SEPA) Checklist](#) available on the City's website.

☐ 9. <u>Transportation Review</u>: Contact the Planning Department to determine if your project requires any transportation reviews such as concurrency, parking modifications, driveway variances, etc.

☐ 10. <u>Other required information</u>: Contact the Planning Department to identify any other required information.

(DRC requirements cont.)

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

Design Review Board Meeting Materials: The additional items below may be required to be provided at the DRC meeting:

Color and Materials Board: Prepare a color and materials board that includes samples of all materials used in the design to be displayed at the DRC meeting.

3-D Model: The Design Review Board may request a 3-D model of the project as part of the DRC applicant presentation.

Electronic Submittal Information
Documents must comply with these standards to be accepted.

1.1. File Format: All application materials must be submitted in PDF format (Adobe or Bluebeam). Contact your planner for alternative file formats considered on a case-by-case basis.

2. 2. Scanned Documents: Do not upload scanned copies of any materials. All memos and reports not originally produced as a PDF should be converted from their native format to PDF rather than being scanned (e.g. arborist report, environmental reports, geotechnical reports, site plans, etc.).

3. 3. Multiple Format Documents: Any application document that is created from multiple file formats must be combined and submitted as a single PDF.

4. 4. Sheet Size: All documents must be either 8.5" x 11" or 11" x 17".

5. 5. File Size: PDFs layers need to be flattened and the file needs to be reduced to the smallest file size possible while maintaining high resolution.

6. 6. Bookmarked Documents: The PDF must be bookmarked to correspond to the various sections or components of the document (e.g. program, context, site plan, elevations, floor plans, landscape plans, etc.)

7. 7. Document Margins: All document pages must have a 1.5" margin on the top and bottom and a 1" margin on the left side of each page.

Public Notice Signs (KZC 142.35.8)

No less than 15 calendar days before the Design Response Conference, you are responsible for obtaining and erecting public notice sign(s) on the subject property. Once you have submitted a complete Design Response Conference application, a planner will provide you with public notice sign details including the required number of signs, installation location, and the project description and file number that will go on the sign(s). 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.

Additional information about public notice signs is available on the Public Notice Sign Information page on the City's website.

If you want this information translated, please email TitleVICoordinator@kirklandwa.gov or call 425-587-3831.

Si usted desea esta información traducida al Español por favor envíe un mensaje al la siguientedirección electrónica: TitleVICoordinator@kirklandwa.gov o llame al número 425-587-3831.

如果您需要此信息的翻译版本，请发送电子邮件至 TitleVICoordinator@kirklandwa.gov 或拨打电话425-587-3831.

Если Вы хотите получить эту информация переведённую на Русский язык напишите по адресуTitleVICoordinator@kirklandwa.gov или позвоните 425-587-3831.

Alternate Formats:

People with disabilities may request materials in alternate formats.

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- 3831 (TTY Relay: 711) or TitleVICoordinator@kirklandwa.gov.