Department of Community Development
152 W Cedar Street
Sequim, WA 98382
Phone: (360) 683-4908
Fax: (360) 681-0552
www.sequimwa.gov

DESIGN REVIEW APPLICATION

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For Department Use Only:

Application Fee _____

Receipt Number:

Date:

Clerk:

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Application Number: __CDR20-001__

Associated Applications: _____

_____

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APPLICANT INFORMATION

Owner's Name: _____

Owner's E-mail Address: _____

Owner's Mailing Address: _____

Owner's Telephone: _____   Business Telephone: _____

Representative's Name: _____

Representative's E-mail Address: _____

Representative's Mailing Address: _____

Representative's Telephone: _____

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? □ No   □ Yes

If yes, attach the appropriate environmental analysis.

This project includes? □ Residential Development (2 or more dwelling units)   □ Commercial   □ Mixed Use

Please provide the existing Address, Legal Description and/or Parcel Number(s)?
Use and attach additional pages if necessary.

Design Review Application
Submittal Requirements
Checklist

***It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Department of Community Development. ***

☐ A Pre-Application meeting shall take place prior to formal submittal of the Design Review application).

☐ A completed project permit application form, including SEPA checklist for non-exempt projects submitted pursuant to Chapter 16.04 SMC as amended [SMC 20.01.120(B)(1)].

☐ A Site Plan/Layout drawn to scale no smaller than one-inch equals 30 feet, showing location and size of all structures, critical areas, required buffer areas, landscape areas, open spaces, common areas or plazas, walkways, preliminary stormwater retention/detention facilities, parking lot layout and vehicle circulation. The site plan should also identify all easements or other encumbrances restricting the use of the property [SMC 18.24.032(C)(1) & SMC 20.01.120(B)(5).

☐ A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the written consent of all owners of the affected property. A photocopy of the property deeds shall be provided [SMC 20.01.120(B)(2)].

☐ A property and/or legal description of the site, as required by the applicable development regulations [SMC 20.01.120(B)(3)].

☐ Assessor's map and a list of tax parcels and their owners for all properties within 300 feet of the property and properties to which public notice must be sent as provided in SMC 20.01.190 [SMC 20.01.120(B)(6)].

☐ Preliminary Landscape Plan showing the species, size and location of all existing indigenous and native trees eight inches in diameter or larger, and other significant shrubs, groundcovers, and ornamental grasses within the property subject to the application. This plan must also include all proposed new landscaping, and whether it is associated with stormwater management [SMC 18.24.032(C)(2)].

☐ Stormwater Site Plan showing all proposed best management practices to be used in the site design. The plan, defined in Chapter 13.104 SMC, shall identify and describe the type of stormwater management technique(s) being used and applicable calculations (e.g., size, capacity, etc.) [SMC 18.24.032(C)(3)].

☐ Preliminary Grading Plan providing an accurate topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and impervious surfaces [SMC 18.24.032(C)(5)].

☐ Preliminary Utilities Plan showing the location and type of any proposed utilities [SMC 18.24.032(C)(6)].

☐ Colored Elevation Drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design and roof pitch. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided [SMC 18.24.032(C)(7)].

☑ A description of how all mechanical and utility equipment will be screened [SMC 18.24.032(C)(8)].

☑ The proposed schematic color and material palette for all elements open to exterior view including but not limited to exterior siding, trim, cornice, windows and roofing shall be presented graphically [SMC 18.24.032(C)(9)].

☑ The location and description of any proposed fencing shall be shown on the landscaping plan [SMC 18.24.032(C)(10)].

☑ Lighting and Signage. A photometric plan identifying the location and height of proposed parking lot, pedestrian and/or building security light structures and poles. Sign type and location shall be identified. A separate city of Sequim sign application will be required for additional sign information [SMC 18.24.032(C)(11)].

☑ The location of all outdoor furniture, trash receptacles, recycling areas, bicycle racks and other accessories [SMC 18.24.032(C)(12)].

☐ Any supplemental information or special studies identified by the DCD Director or project planner [SMC 20.01.120(B)(7)].

☑ The applicable fee [SMC 20.01.120(B)(4) & SMC 18.24.032(C)(13)].

***The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. ***

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this designed Site Plan under review.

_____   1-9-2020
Owner(s)   Date

_____   1.9.2020
Representative(s)   Date

* = May not be required to be submitted in conformance with WAC197-11-800 (Categorical Exemptions)