



Land Use Application Form

Administrative Design Review

SUBMITTAL ITEMS

- Base Land Use Application
- All materials required as stated on page 2 of this form;
- Fees: \$45 intake, \$45 deposit

The director shall review the following public and private projects which require construction permits or discretionary approval:

- c. New residential, accessory, commercial, industrial, public and quasi-public buildings;
- d. Additions to residential, accessory, commercial, industrial, public and quasi-public buildings;
- e. Facade improvements to commercial and industrial buildings;
- f. Establishment of an accessory dwelling unit which results in modifications to the exterior of a building, driveway or parking area;
- g. Parking lot improvements, as regulated in Chapter 22.60 FMC;
- h. New signs and modifications to existing signs, excluding changes in copy.

Before any administrative design review approval may be granted, the director shall determine that the following criteria are met by a proposal:

- a. The general design considerations, including the character, scale, quality of design and quality of materials, are consistent with the purpose of this chapter and adopted design guidelines.
- b. The proposal complies with all applicable development standards.
- c. The proposal is consistent with the goals, policies and objectives of the comprehensive plan.

You may use the reverse side of this form for the responses to the above criteria.

City of Fircrest Contact Information

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Submittal requirements

Administrative design review requires a comprehensive staff review to ensure project compliance with all applicable development regulations contained in this code, the design guidelines adopted in this title and incorporated by reference in Chapter 22.64 FMC, and the goals, policies and objectives of the comprehensive plan. Administrative design review may consist of either a one-step or two-step process depending on the complexity of the proposal and the preferences of an applicant.

- a. **One-Step Process.** The one-step process consists of a detailed design review typically conducted at the time plans are submitted for a building permit or other construction permit review.
- b. **Two-Step Process.** The two-step process typically begins with a review of conceptual plans conducted concurrently with the review of a discretionary land use permit application. Once a discretionary land use approval is granted for a conceptual design, detailed plans shall be prepared by an applicant and submitted for final design review. This second review is intended to ensure that all design issues identified during the review of the conceptual plans are fully addressed prior to issuance of a building permit or other construction permit. An optional two-step process may also be requested by an applicant for a proposal not requiring discretionary land use approval. This option provides an applicant with an opportunity to submit conceptual plans for review prior to the preparation and submittal of detailed plans for a building or other construction permit.

Application for administrative design review shall be submitted on forms provided by the department. A minimum of two sets of the following plans and other information shall be submitted with the application in clear and intelligible form when determined by the director to be applicable and necessary to complete the design review:

- a. **Elevation Plans.** Elevation plans shall be provided for each building or structure elevation that is subject to design review. Additions and alterations to existing structures shall be clearly identified on the plans. Design details such as exterior finish materials and textures, lighting and other fixtures, and design elements such as beltcourses, brackets, chimneys, cornices, roof overhangs, window trim, sills and sashes, shall be identified.
- b. **Exterior Mechanical Device Screening Plans.** All proposed exterior mechanical devices, including roof-mounted equipment and proposed screening, shall be identified on the architectural and mechanical plans. In addition, plans of any proposed screening design shall be submitted. When mechanical plans are submitted without a corresponding building permit application, the location of all exterior and roof-mounted mechanical devices shall be shown on a building elevation plan.
- c. **Coordinated Site Design Plan.** A site plan shall identify the proposed locations of parking, pedestrian and vehicular circulation areas, trash enclosure areas, mechanical and utility facility areas, building footprints, landscaping, and significant trees to remain and be removed.
- d. To ensure effective implementation of comprehensive plan policies and objectives and development regulations relating to design, applications for administrative design review and other discretionary land use permits for the same proposal shall be submitted concurrently for review.