



Development Services Division  
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DSW-01

## DESIGN REVIEW SUBMITTAL WORKSHEET

### WHAT IS THE PURPOSE OF DESIGN REVIEW AND THIS WORKSHEET?

As part of the design review process the City will review the conceptual design of the building and site to ensure that the project will promote quality design throughout Des Moines and determine if the proposal is consistent with the City's adopted development standards.

This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.

**Application:** Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

**Project Narrative:** Provide five (5) copies. The narrative should provide a brief description of the project, a summary of the objectives of the proposed construction or development, including a summary of proposed land uses, and a written description of how the proposed development satisfies applicable design guidelines

**Title Certificate:** Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

**Preliminary Design Documents:** Provide five (5) sets of design documents which shall include the following information:

- A site plan showing the location of proposed and existing buildings, parking, exterior lighting, signs and landscaping.
- Colored elevations of exterior building facades indicating the proposed building materials, finish colors, fenestration patterns, rooflines, etc.
- Detailed drawings of architectural features, signage, trim, etc.
- Photos clearly showing the facades of adjacent development, general streetscape character and territorial and other views from the site.
- A perspective drawing of the building envelope allowed by applicable setback, lot coverage, and building height regulations.
- The final conceptual drawings, elevations, floor plans, and landscaping plan for the building site.
- Identification of proposed building materials and colors.
- Preliminary civil plans illustrating access, frontage improvement, and detention facilities.

- Certificate of Water Availability:** Please provide one (1) copy.
- Certificate of Sewer Availability:** Provide one (1) copy.
- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.
- State Environmental Policy Act (SEPA) Documentation:** Please contact the Development Services Division if there are questions regarding the applicability of SEPA on this project. If a SEPA review is required in conjunction with the Design Review the following information shall be provided:
  - SEPA Checklist:** Provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address:  
<http://www.desmoineswa.gov/DocumentCenter/View/1647>
  - Notice Map:** Provide one (1) copy of the site layout on 8.5"x11" paper.
  - Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.
  - Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.
- Environmental Documentation:** The site plan should show the distance from any environmental features defined in Chapter 18.86 DMMC. In the case of a steep slope show the toe and/or top of the slope. For wetlands, show the wetland boundary and for water bodies please show the ordinary high water mark or the top of the bank of a stream. Provide a written explanation of the proposal's compliance with the criteria specified in Chapter 18.86 DMMC. Other plans, special studies, mitigation plans, or other information shall be provided as required for development within sensitive areas and their buffers per the City's Environmentally Critical Areas Code. Provide three (3) copies.
- Geotechnical Report:** Provide two (2) copies if required.
- Preliminary Technical Information Report (TIR):** Provide three (3) copies. The City's Surface Water Management Engineer will determine if a TIR is warranted at the pre-application for the project.
- Traffic Impact Analysis (TIA):** Provide three (3) copies. The City's Transportation Engineer will determine if a TIA is warranted at the pre-application for the project.
- CD:** Provide a CD that contains the PDF versions of all studies and complete site plans.
- Application Fees:** As required by the current Development Services Fee Schedule.