



DESIGN REVIEW APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept an application for design review at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive; additional materials may be required as review proceeds.

Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (four copies).
- Affidavit or letter of agency, signed by the property owner(s), for any agent(s) authorized to act on behalf of the property owner (one copy).
- Application fee: \$650, due at application in the exact amount.
- Completed “Design Review Application Require-

ments” checklist (two copies).

- Pre-application conference summary (four copies).

Note: Design Review applicants are required to participate in a mandatory, cost-free pre-application conference prior to preparing a submittal package.

- Written project narrative detailing the proposal (four copies).
- Site plans (four copies).
- Landscape plans, with square footage of each discrete landscape area indicated (four copies).
- Lighting plans, including photometric analysis (two copies).
- Tree retention plans (four copies).
- Building elevation drawings, scaled (four copies, including one copy in color).
- Materials/color data sheet or board (one copy).
- Survey of existing conditions, boundaries and topographic information (four copies).
- Preliminary technical information report (two copies).
- Preliminary grading plans (two copies).
- Preliminary site drainage plans (two copies).
- Preliminary utility plans (two copies).
- A title report issued within 30 days prior to application submittal, including all supporting documentation and any other information required by staff for the purposes of ascertaining ownership and the existence of easements or covenants af-

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- affecting the development site (two copies).
- Parking study, if applicable (two copies).
- Scaled project vicinity map.
- Legal description of the affected property, with original surveyor’s stamp.
- Current certificate of sewer availability or executed sewer extension agreement (four copies).
- Current certificate of water availability or executed waterline extension agreement (four copies).
- A numbered list of the names and addresses of the owners of all properties within 500 feet of the proposed development site. The records of the King County assessor’s office must be used for determining the property owner of record (MVMC 18.100.180) (one copy).
- Plain envelopes (not peel-and-stick) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to the list of property owners above (one set) If necessary, the City may require additional sets of stamped, addressed envelopes.
- A map highlighting all the parcels within 500 feet of the project (one copy).
- PDF copies of all documents on this checklist on a CD or flash drive.
- * Wetland delineation and categorization report if wetlands are on or near enough to affect the subject property (three copies).
- * Stream delineation and categorization report if a stream is on or near enough to affect the subject property (three copies).
- * Shoreline delineation and characterization report if any part of the subject property is within 200 feet of the shoreline of Lake Lucerne, Pipe Lake or Lake Wilderness (three copies).

- * Geotechnical report addressing slope contours and slope susceptibility to erosion, landslide, seismic events and slope subsidence or failure if a steep slope is on or near enough to affect the subject property (three copies).
- * Aquifer recharge special report if aquifer recharge occurs on or adjacent to the subject property (two copies).
- * Wildlife inventory study if the subject property includes or is adjacent to habitat for species identified by the State Department of Fish and Wildlife as endangered, threatened, sensitive or priority (three copies).

Note: It is incumbent upon the applicant to disclose to the City the presence of any critical areas on the development site and any mapped or identifiable critical areas within 100 feet of the applicant’s property to the extent known by, or readily available to, the applicant (MVMC 18.60.100).

- * A sign, prepared at the applicant’s expense, designed pursuant to City specifications and located at the site, notifying the public of the development. You will receive notice when it is time to post the sign.
- * List of required improvements expected to be incomplete at the time of final building permit approval (two copies).
- * Approved bond or other surety for improvements not completed at the time of final building permit approval (two copies).

* These items need not be included in the submittal but may be required prior to design review approval.

Contact the Department of Public Works and Community Development at (425) 413-8800 with any questions.