

Town of Steilacoom
COMMUNITY DEVELOPMENT
COMMERCIAL & PUBLIC DESIGN REVIEW CHECKLIST



Applicability: These design standards apply to all commercial buildings, including mixed-use commercial buildings which also contain residential units, and all public/quasi-public buildings.

Please ensure that the following are attached to this checklist or included in your building permit application materials (check each item):

- ☐ At a minimum, an elevation of the primary building entry facade with calculated window and door coverage
- ☐ Site plan which includes pedestrian connection(s) to the sidewalk/street

Design Requirements (check each item to affirm compliance):

- ☐ A paved pedestrian connection at least three (3) feet wide is required between each commercial building and the sidewalk (or the street if there is no sidewalk). Driveways may not be used to meet this requirement.
- ☐ No more than eight (8) angled or perpendicular parking stalls are allowed without a landscape break. Each landscape break is a minimum of three (3) feet in width and ten (10) feet in length.
- ☐ Trash enclosures (dumpsters) and mechanical equipment are screened on at least three (3) sides using sight obscuring landscaping which has or will achieve a height of at least six (6) feet within three (3) years of planting, or by a sight-obscuring enclosure with a height of at least six (6) feet.

- If landscaping is used for screening, list species proposed here:

- ☐ There is a primary building entry, such as a covered porch or recessed entry. The entry features minimum weather protection of three (3) feet by three (3) feet.
- ☐ A minimum of 25 percent of the area of the primary building entry façade includes windows or doors.
- ☐ Roof is an allowed design **(circle roof design(s) used):**

Gabled Gambrel Hipped Shed Flat with stepped parapets

I affirm that the information provided herein is true and correct to the best of my knowledge

Applicant signature

Submit this checklist with your building permit application. It will be reviewed administratively by the Planning Department concurrently with the building permit review.