



CHECKLIST FOR DESIGN REVIEW– SMC 18.24

***** 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 Department of Community Development. *****

***A Pre-Application Meeting may be required. Preapplication conferences are required to process all land use permit types, unless the permit falls under an exception listed in subsection A of SMC 20.01.011, or the Director of Community Development waives the requirement. The director has sole discretion to waive the requirement, but will do so only after review of a written request from the applicant. Pre-Application requirement will be determined prior to determination of counter completeness. ***

☐ **Application Required.** All applications for design review shall be received via our portal and shall include:

☐ **Site Layout.** A plan, drawn to scale no smaller than 1" = 30 feet, showing the 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, and parking lot layout and vehicle circulation.

☐ **Landscape Plan.** A 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.**

☐ **Stormwater Site Plan.** A 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.).

☐ **Stormwater Site Plan.** A 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.).

☐ **Preliminary Site Section Drawings.** Section drawings that illustrate existing and proposed grades.

☐ **Preliminary Grading Plan.** 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.

☐ **Preliminary Utilities Plan.** A utility plan showing the location and type of any utilities proposed in critical areas, critical area buffers, and natural vegetation retention areas.

☐ **Colored Elevation Drawings.** Complete colored elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows, and trim. Drawings shall include conceptual trim, cornice design and roof pitch. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing the proposed landscaping shall be provided.

☐ **Equipment Screening.** A description of how all mechanical and utility equipment will be screened.

☐ **Color and Material Palette.** 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.

☐ **Fencing.** The location and description of any proposed fencing shall be shown on the landscaping plan.

☐ **Lighting and Signage.** A photometric plan identifying the location and height of the 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.**

☐ **Accessories, Where Applicable.** The location of all outdoor furniture, trash receptacles, recycling areas, bicycle racks, and other accessories.

☐ **Completed SEPA checklist, if applicable;** projects less than 4,000 sqft do not require SEPA.

☐ **Critical Area Report.** may be required by Critical Areas Ordinance.

☐ **Proof of Ownership.** Include title report or other proof of ownership.

☐ **Estimated Quantities of Fill.** How much fill will be exported and imported to the site.

☐ Fees as established by the City of Sequim and outlined in SMC 3.68.

Fees for design review include:

- Commercial Design and Site Plan Review
- Engineering Review
- SEPA Review (as applicable)
- Software fee

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