



BOARD LEVEL DESIGN REVIEW CHECKLIST

This checklist will help you prepare and assemble your design review packet for uploading a complete online permit packet to the portal.

What is Board Level Design Review and When Is It Required?

Board level review is triggered by several different criteria related to project size and scope. The specific triggers are identified in OMC 18.100. Generally, the following will trigger Board Level Review:

- Commercial projects in Design Districts over 5,000sf
- Projects of any size Downtown
- Multi-family projects with more than 20 units or 5 units in any building

The following chart is intended to help identify when Design Review is required – This Chart does not cover all factors and should be used as a guide only:

Districts / Corridors	Board Level	Staff Level	Notes
Downtown	Yes – regardless of project size or scope		
Commercial Districts / Corridors: West Bay Drive Dist., Auto Mall Dist., Port Peninsula Dist., High Density Corr., Freeway Corr., Scenic Vistas	Project size more than 5,000sf	Project size less than 5,000sf	Must address basic commercial standards
Historic Properties/Districts	Major Alterations	Minor Alterations	OMC 18.105
Residential Infill Areas	Greater than 5,000sf requiring a CUP	Yes - Residential	
Project Type	Board Level	Staff Level	Notes
Multi-Family Housing (ADU, Duplex, triplex, townhomes, Cottages, Apartments, MFH parks, etc.)	20 + units and/or any building with 5+ units.	19 or fewer units and/or any buildings with 4 or less units <i>Note: Staff level DRB usually does not apply in Commercial districts</i>	Applicable criteria may be the residential infill, multi-family, or MFH park.
Lots less than 5,000sf		Yes	
Remodel / Minor Alterations: Projects that otherwise would require design review may be exempt if the modification does not change the existing character of the building or neighborhood (OMC 18.100.060(b)).			

Please be aware that other, less common, factors can also trigger Level Design Review. If you are unsure if your project's scope triggers design review, please go to OMC 18.100 and/or contact the City's Community Planning and Development Department (CPD): 360.753.8314, email: cpdinfo@ci.olympia.wa.us. You can also go to the City's online webpage to view various maps: <http://olympiawa.gov/>. Usually, projects that trigger Board Level Review are complex enough that a Presubmission Conference is held. The notes from the Presubmission Conference will indicate if Design Review is required and if that review is by the Board or Staff.

Concept, Detail or Combined Review:

When you apply online, you will need to know if you are wanting to apply for Concept Review, Detail review, or Combined Review. The standard process involves two separate application submittals and two separate meetings (Concept and Detail):

- **Concept Design Review:** Involves the major design elements of a project as they relate to the general project design and how it complies with the specific design criteria of the design district. It is required to be submitted with the Land Use Review application and runs simultaneously with the Land Use Review. Concept Design Review is required prior to Land Use Approval. Submittal requirements for Concept Design Review are identified later in this checklist.
- **Detail Design Review:** This review focuses on the areas where the Board requested modification from Concept Design Review and also asks for project details such as colors, lighting, screening of site services, landscaping etc. It is typically submitted with the Building Permit Application, but may proceed the building permit application. Submittal requirements for Detail Design Review are identified later in this checklist.
- **Combined Design Review:** Combined review is a consolidated review/meeting where the requirements of both Concept and Detail Design Review are evaluated simultaneously. This consolidated review is not available for sites with significant environmental issues, transportation issues nor those projects that require a public hearing. If the project is eligible, the applicant may opt to combine the two meetings into one. Required submittals include all the information required for both Concept and Detail Design Review. Although there is only one meeting, the fee's for both Concept and Detail review remain applicable.

Online Application Requirements:

The following information will need to be gathered prior to applying online. These items will be needed to fill in the online form:

1. Applicant Information-name and contact information (phone and email)
2. Site Information including all site addresses and the assessor's tax parcel numbers of all parcels involved.
3. Owner, applicant, and primary contact information, including email address(s).
4. Name of Project
5. The General Land Use Application file number. *Note: Design review is a component of the land use review and must be submitted concurrently with the land use application. Be sure to apply for the Land Use approval associated with this project.*

Submittal Documents:

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application.

Concept Design Review:

Your architectural plan set must include all of the following:

1. **Narrative:** Submit a written narrative describing your project and how it complies with the various design criteria outlined in OMC 18.100 - 18.180. Typically, more than one design chapter will apply. Address all chapters and each criteria within that are applicable. Mark N/A on non-applicable criteria. Please be as specific as possible as to how the project complies with each of the design criteria within the applicable chapters. If the project does not comply, please identify what efforts have been made to meet the intent of the requirement in question.
2. **Cover Sheet:**
 - Vicinity map.
 - Title of the project.
 - Property Owner name and contact information (email address required).
 - Applicant name and contact information if different from property owner (email address required).
 - Site Information:
 - Site Area
 - Parcel area
 - Landscape area
 - Building coverage, impervious, and hard surface area coverage
 - Number of vehicle and bicycle parking spaces
3. **Context Plan:** Including plan and elevation views in relation to surrounding properties illustrating footprints of proposed and existing buildings. Show all buildings within 100' of the project site. Provide scaled elevations of proposed and existing buildings (to remain).
4. **Site Plan:**
 - North arrow, scale, and date.
 - Property lines with distances from the building(s) to the property line(s).
 - Adjacent public rights-of-way.
 - Existing and proposed grades at 2' contour intervals.
 - Existing and proposed site features, such as but not limited to stormwater facilities, utility poles, fencing, and fire hydrants.
 - Existing and proposed building footprint(s) with dimensioned setbacks from property lines, including garage or accessory structures.
 - Clearly delineated and labeled landscape, hardscape, and building areas.
 - Parking area layout including loading areas, and short and long-term bicycle parking with space dimensions, and loading area dimensions.
 - Solid waste collection location and enclosure/screening option(s).
 - Existing or proposed retaining walls or fences with spot elevations at top and bottom.
 - Location of site features not listed above, including pedestrian amenities, bus stop(s), monument or free-standing signs, mail kiosks, etc.

5. Landscape Plan:

- All features included on the site plan.
- Location of existing (to remain) and proposed plants.
- Type of existing and proposed plants (i.e., groundcover, shrub, tree).
- Graphic depiction of the size of proposed tree canopies at maturity on plan (photos, sketches, other).
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Location and spacing of proposed plantings.
- Common and botanical names of each species, include native (N) non-native (NN) or drought tolerant (DT).
- Container or caliper size of plants at installation.
- Quantities of plant material by species and size at installation.

6. Building Elevations:

- Black and white building elevations of all sides of the building(s) labeled as north, south, east and west elevation. Color is encouraged but not required.
- Finished floor elevations.
- Location of building doors and windows.
- Proposed building and roof materials.
- Location of exterior steps and stairways.
- Location and type of major sign(s).

Detail Design Review: All plans required for Concept Design Review remain required for Detail Design Review. In addition to the submittal requirements listed above, be prepared to submit the following:

1. Submit all sheets (as updated) from the Concept Design Review Requirements list above.

2. Narrative: Submit a written narrative describing how the project has changed from the Concept review and how the project has been modified based on the guidance given at the Concept Design Review Meeting. Address any design criteria previously not addressed. This typically relates to site lighting, color/materials, screening of site services etc.

3. Detailed Site Plan: Additional details must be added to the site plan including:

- Location of above ground mechanical or utility equipment and screening option(s).
- Proposed screening of solid waste enclosure and other site amenities.
- Proposed lighting locations including light post locations, lighting on buildings, lighting along walkways, and all other lighting throughout the site.
- Location of site features not listed above, including pedestrian amenities, short and long-term bicycle parking, bus stops(s), monument or free-standing signs, mail kiosks, etc.

4. Detailed Building Elevations:

- Color elevations showing all sides of the building(s) labeled as north, south, east and west elevation.
- Color renderings of any building elevation visible from a public Right-of-way.
- Exterior building details, including all materials and colors
- Window details, including materials and colors of framing and glazing.
- Door details, including materials and colors.

- Roof details, including materials and color. If rooftop mechanical equipment is intended to be placed on the roof, show such equipment and screening proposed.
- Location of exterior light fixture(s);
- Location and type of signage(s)

5. Detail Sheets (fully dimension and scale each detail)

- Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
- Exterior light fixture detail and cut sheets.
- Solid waste collection enclosure and screen details.
- Each type of pedestrian amenity with cut sheets (i.e., trashcans, benches, planter boxes).
- Detail of short and long-term bicycle parking, including shelter, structure frame, cut sheets.
- Recreation areas including any proposed equipment or swimming pools.
- Mail kiosks (if any)

6. Colors and Materials

- Building and roof materials.
- Window materials.
- Building trim colors.
- Colors of major signs.

Combined Design Review: Submit all requirements for both Concept and Detail Design Review.

****Please refer** to the *PDF DOCUMENT SUBMISSION REQUIREMENTS* for additional standards for uploading your submittal requirements.



STAFF LEVEL DESIGN REVIEW CHECKLIST

This checklist will help you prepare and assemble your design review packet for 1) uploading to the online permitting portal and 2) submitting a *complete* staff level design review packet.

General Information: What is Staff Level Design Review and When Do You Need It?

All projects subject to design review are reviewed by 1) the Design Review Board (DRB), 2) the Joint Review Committee (JRC) or 3) by **staff planners**. Staff level review is conducted by planners that perform the review administratively instead of a Board. Planners review the design packet to determine how well the project's design meets Design Review Code requirements, and make recommendations to the Building Official for a final decision. There are no public meetings for staff level administrative reviews. OMC 18.100.090.B.

Projects subject to review by staff:

- Single family structures on lots within the Infill Regulations Design Review District;
- Minor additions or alterations to residential or commercial projects on a Heritage Register property or within a Historic District;
- Any proposed development of 5,000 square feet or less in gross floor area, and signs in the following design districts and corridors:
 - High Density Corridors;
 - West Bay Drive District;
 - Auto Mall District;
 - Port Peninsula District;
 - Freeway Corridor; and,
 - Design Review Corridors.

If you are not sure which zoning district, design review district, or historic district you are in, please call or email the Community Planning and Development Department (CPD): 360.753.8314, email: cpdinfo@ci.olympia.wa.us. You can also go to the City's online webpage to view various maps: <http://olympiawa.gov/>

Preparing Your Design Review Packet

Narrative

A written narrative describing your project will help CPD Planning Staff respond more effectively and efficiently to your proposal.

- Provide a brief narrative description of your project that explains what you propose to do on the property. The narrative should tell a "story" of what the existing building looks like and how you plan to modify the building, changes that will be made to the look of the building, any effects the changes will have on the site and surrounding properties, sidewalks, and pedestrian and vehicular connections. Include existing and proposed building materials, new colors that will be applied, changes in roof form, windows, porches, or other elements of the building. Describe the purpose of the improvements and what you hope to achieve.

Plan Set

Your architectural plan set should be submitted/uploaded as one single 11x17 sized plan set/packet that includes several critical sheets. The plan set will consist of 1) a Cover Sheet, 2) a Site Plan, 3) a Landscape Plan, 4) Building Elevations, 5) Detail Sheets, and 5) a Colors and Materials Sheet. Staff planners will use your architectural plan set to understand the existing area, layout of your property, and final project proposal.

1. Cover Sheet

- Number your pages starting with the Cover Sheet.
- Vicinity map depicting the location of the project with respect to nearby streets and other major features, encompassing at least one square mile.
- Title of the project.
- Property Owner name and contact information.
- Applicant name and contact information if different from property owner.
- Site Information:
 - Site Area
 - Parcel area
 - Landscape area
 - Building coverage and impervious area coverage
 - Number of vehicle and bicycle parking spaces

2. Site Plan

- North arrow, scale, and date of the site plan.
- Property lines with distances from the building(s) to the property line(s).
- Adjacent public rights-of-way.
- Existing and proposed site features, such as but not limited to stormwater facilities, utility poles, fencing, and fire hydrants.
- Existing and proposed building footprint(s) with dimensioned setbacks from property lines, including garage or accessory structures.
- Location of above ground mechanical or utility equipment and screening option(s).
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Parking area layout including loading areas, and short and long-term bicycle parking with space dimensions, and loading area dimensions.
- Solid waste collection location and enclosure/screening option(s).
- Existing or proposed retaining walls or fences with spot elevations at top and bottom.
- Location of site features not listed above, including pedestrian amenities, bus stop(s), monument or free-standing signs, mail kiosks, etc.

3. Landscape Plan

- All features included on the site plan.
- Location of existing (to remain) and proposed plants.
- Type of existing and proposed plants (i.e., groundcover, shrub, tree).
- Graphic depiction of the size of proposed tree canopies at maturity on plan (photos, sketches, other).
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Location and spacing of proposed plantings.
- Common and botanical names of each species, include native (N) non-native (NN) or drought tolerant (DT).
- Container or caliper size of plants at installation.

- Quantities of plant material by species and size at installation.

4. Building Elevations

- Black and white building elevations of all sides of the building(s) labeled as north, south, east and west elevation.
- Finished floor elevations.
- Location of building doors and windows.
- Proposed building and roof materials.
- Location of exterior steps and stairways.
- Color rendering of any building elevation visible from a public right-of-way.
- Exterior building details, including all materials and colors.
- Location and type of major sign(s).

5. Detail Sheets

- Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
- Exterior light fixture detail and cut sheets.
- Solid waste collection enclosure and screen details.
- Each type of pedestrian amenity with cut sheets (i.e., trashcans, benches, planter boxes).
- Detail of short and long-term bicycle parking, including shelter, structure frame, cut sheets.
- Recreation areas including any proposed equipment or swimming pools.

6. Colors and Materials

- Building and roof materials.
- Window materials.
- Building trim colors.
- Colors of major signs.

****Please refer** to the *PDF DOCUMENT SUBMITSSION REQUIREMENTS* for additional standards for uploading your submittal requirements.