



Design Review Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Design Review Submittal Requirements:

- Administrative Design Review — Two hard copies in color and one electronic copy. Depending on type of development, Department will determine which plans are required.

Applicant / Staff Verify

- ___ / ___ **Complete Application**
- ___ / ___ **Application Fee(s)**
- ___ / ___ **Buildings and Site Development Plans** at an engineering scale from 1 inch = 20 feet to 1 inch = 50 feet, showing;
 - ___ / ___ Location of all proposed structures, existing structures to be retained, and setbacks;
 - ___ / ___ Pedestrian and vehicular circulation with driveways/access points, sidewalks and pathways;
 - ___ / ___ Parking lot layout, design and when applicable, loading areas;
 - ___ / ___ Public improvements including sidewalks, curbs, gutters, etc;
 - ___ / ___ Plans/drawings depicting the relationship of the project to abutting properties and buildings;
 - ___ / ___ Building elevations and/or renderings drawn to scale showing the exterior color, material composition, & screening elements (include material samples and color chips);
 - ___ / ___ Roof plan including the location of mechanical equipment;
 - ___ / ___ **All commercial projects require a lighting plan** illustrating the location, height and style of fixtures and identifying the amount of spillover on adjacent properties.
 - ___ / ___ **Sign Plans** to scale showing sign location and appropriate setbacks from property lines;
 - ___ / ___ Sign dimensions, size height and length;
 - ___ / ___ A colored illustration of the proposed sign(s);
 - ___ / ___ An example of the type of materials(s) to be used for the sign with color samples
 - ___ / ___ For wall signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same façade or common building wall;
 - ___ / ___ **Landscape Plans.** Site plan at an engineering scale from 1 inch =20 feet to 1 inch = 50 feet, showing:
 - ___ / ___ All site plan elements described previously;
 - ___ / ___ Show the location of proposed plant materials, with a plant schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes;
 - ___ / ___ Location of any existing vegetation and trees to be retained;
 - ___ / ___ Photographs of proposed plant material; and
 - ___ / ___ Show proposed grading/topography, drawn to the same scale as the landscape plan.

The director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

Planning and Community Development
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