



CITY OF TUMWATER
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DESIGN REVIEW
Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If the proposal is a commercial and/or mixed-use development within the CBC, CS, GC, MU, NC or TC zone district, or if the proposal is an industrial use within the ARI or LI zone district, or if the proposal is a residential development with a density greater than 7.25 dwelling units per acre, or if the proposal is an addition or exterior remodel as specified under TMC 18.43.020, then a submittal for Design Review shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
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1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.

2. A written statement and/or illustration of drawings for development setting out detailed information concerning, but not limited to the following information:
 - a. Requirements and guidelines specified under TMC 18.43.060, for commercial and mixed-use developments.

 - b. Requirements and guidelines specified under TMC 18.43.065, for industrial developments.

 - c. Requirements and guidelines specified under TMC 18.43.070, for residential developments.

 - d. Requirements and guidelines specified under TMC 18.43.075, for drive-through uses.

3. Two copies of the proposed building elevation drawings.

4. One reduced copy (11"x17") of the building elevation drawings.

B. PLANS	N/A	Provided	Staff
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1. The site plan(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:
 - a. Date, scale and north arrow.

 - b. Section, Township, Range and Sheet Number.

 - c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, driveways, major geographic features such as railroads, lakes, streams, shorelines, schools, parks and other prominent features.

 - d. Boundaries of all the parcel(s) included in the application.

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B. PLANS (CONTINUED)

N/A

Provided

Staff

e. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the parcel(s).

f. Location of:

- All existing (and if proposed to remain or be removed) and proposed structures, and distances to property lines.
- Size (square-footage) and height of each building (existing and proposed).
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the site plan.
- On-site septic systems and reserve areas.
- All parking spaces.
- Permanent features which will have an impact upon the application, such as all existing or platted streets, utility rights-of-way, etc.
- Wetlands with associated buffers.
- Riparian areas with associated buffers.
- Identified geological hazardous areas.
- Designated flood hazard areas with reference to the FIRM map and panel number.

g. Project Information block shall also be placed on the face of the site plan as follows:

- Applicant: name, address, telephone.
- Representative: name, address, telephone.
- Assessor's parcel number(s).
- Total area (acreage and square-footage) of parcel.
- Size (square-footage) of each building.
- Proposed use (single-family, duplex, etc.).
- Number of parking spaces.
- Percent of site covered with impervious surface.
- Tree Protection Open Space, if required.
- Critical areas including buffers (acreage and square-footage).
- Zoning.
- Water provider.
- Sewer provider.
- Electricity provider.
- Telephone provider.
- Gas provider.
- Refuse collection, including recycling.
- School District.
- Cable/TV provider.

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C. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A and B above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.			

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date