

# ADMINISTRATIVE DESIGN REVIEW

## *Submittal Checklist*



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

*This is a checklist of the submittal requirements for Administrative Design Reviews in the City of University Place. Please see associated review questions specific to the zone in which your project is located. If you have any questions, please contact the Planning and Development Services Department at (253) 566-5656.*

### RETURN THIS CHECKLIST WITH YOUR APPLICATION

**Five (5) sets of the following materials, and any other applicable information shall be submitted with the application.**

- Application:** Administrative Design Review Application.
- Affidavit:** Administrative Design Review Owner Affidavit.
- Review Checklist:** Use the review checklist that corresponds to the zone in which your project is located.
- Site Plan** at a scale of not less than 1 inch per 50 feet that includes:
  - The location of all existing and proposed structures and improvements, including, but not limited to, fences, culverts, bridges, roads and streets on the subject property.
  - The boundaries of the property proposed to be developed and, if the property is to be subdivided, the boundaries of each proposed lot within the property.
  - All proposed and existing buildings and setback lines, including those located on adjoining properties.
  - All areas to be preserved as buffers or to be dedicated to a public, private, or community use or open space and information regarding the percentage of area covered, size and type of existing vegetation to be removed or retained.
  - All existing and proposed easements.
  - The locations of all existing utility structures and lines.
  - The storm water drainage systems and management plan for existing and proposed structures and parking facilities.
  - All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads.
  - The design of off-street parking areas showing the size and location of internal circulation and parking spaces.
  - The location and design of trash enclosure areas, exterior lighting, exterior signage, mechanical and utility facility areas.
- Elevation Plan** drawn to scale for each building or structure elevation. Additions and alterations to existing structures shall be clearly identified on the plans. Design details such as exterior finish materials and textures, lighting and other fixtures, and design

elements such as belt courses, brackets, chimneys, cornices, roof overhangs, window trim, sills and sashes, shall be identified to assist with the review process.

- Sign Plan** showing the location, dimensions, area, design, material, color and methods of illumination of all exterior signs.
- Exterior Mechanical Device Screening Plan** that identifies the building elevation and site plans of all proposed exterior mechanical devices, including roof mounted equipment, and proposed screening.
- Landscape Plan** drawn to scale showing the locations of existing trees to be removed and to be retained on the site, the location of proposed landscaping, and location and design of irrigation systems. In addition, a plant schedule indicating species, varieties, sizes and numbers of plants to be installed, and planting specifications shall be submitted. The documentation should meet the requirements of UPMC 19.65 and demonstrate compliance with applicable design standards and guidelines.
- Topographic Map** that delineates contours, both existing and proposed, at intervals of two feet, and that locates existing streams, wetlands, forested areas and other natural features.
- A Grading Plan** showing existing and proposed grades.
- The existing zoning district of the proposed development site and any other zoning district within 300 feet of the site.
- Impervious Surface Calculations** including the proposed number of square feet of surfaces covered by buildings, driveways, parking lots, or any other structure covering land; the total number of square feet in the entire proposed development site; and the percentage of the site covered with impervious surface.
- The proposed number of dwelling units and number of bedrooms in the development.
- The proposed number of square feet in gross floor area for each residential and non-residential use.
- For properties containing critical areas or their regulated buffers, all information requirements specified in Title 17 Critical Areas shall be included in the design review submittal.

***\*Note:*** *The Director may request the applicant to submit additional information or material that is necessary for the proper review of the application.*