



**CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us**

ADMINISTRATIVE DESIGN REVIEW APPLICATION

Design Review (DR) was authorized by the City Council to promote overall coherence of the community's visual and historic character. The DR process is structured to allow the City and the applicant to work closely and cooperatively to balance this goal with the desired diversity of project architecture. Certain projects identified in the Zoning Code will be reviewed administratively through an Administrative Design Review process (ADR). All other projects will be reviewed through the City's Design Board Review process (DBR).

This permit application packet is designed to obtain all the information necessary to allow the City to make a well informed decision on your application. The attached application checklist identifies the materials you must submit to complete your application. All application materials are public information.

You must schedule a pre-design conference with a planner from the Department of Planning and Community Development well in advance of submitting your application for Design Review to discuss your proposal and obtain guidance on the information you must submit. Call (425) 587-3225 to schedule an appointment.

Your application will be evaluated on the basis of the information you provide, the City's Design Regulations, Design Guidelines, the criteria listed in the pertinent sections of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, and inspection of the property.

Copies of City documents such as the Comprehensive Plan, the Design Guidelines, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue; and at the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527 6851. The City ordinances can also be found on-line at www.ci.kirkland.wa.us.

NOTE: During the pre-design conference, information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements.



APPLICATION CHECKLIST:
Administrative Design Review

The following is a list of materials which must be submitted in order to have a complete application. **During the pre-design conference, a planner will help you determine which of these requirements are applicable.** Please do not turn in your application until all materials which apply to your proposal have been checked off. We encourage you to consult with the Department of Planning and Community Development if you have questions.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
to check if
submitted

Pre-Design Conference

A meeting with a planner is required prior to submittal.
Call (425) 587-3225 to schedule an appointment.

Application

1. A completed application form.

Fees

2. A check payable to the City of Kirkland for the filing fee. See Fee Schedule attached.

Note: Other Fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Plans

3. Five (5) copies of dimensioned site plans, drawn at 1"=20' or a comparable scale, and folded to 8" x 11" size, showing:
 - a. Vicinity map.
 - b. Scale used and marker showing direction north.

Applicant
to check if
submitted

- c. Stamped survey showing property dimensions, dimension and type of any easements, topography at 2-foot contour intervals and location (to the adjoining centerline) and names of adjacent rights-of-way.
- d. Identification of "pedestrian-oriented streets" and "major pedestrian sidewalks" or other designated pedestrian improvements.
- e. Location and dimensions of any existing structures, including parking areas, which are proposed to remain on the property. Please shade for ease of identification.
- f. Existing water courses and bodies, rockeries, and other relevant man-made or natural features.
- g. Tree Plan II, if applicable.
- h. Dimensions of required yards.
- i. Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, and driveways.
- j. Proposed uses. Please show gross floor area by use.
- k. Lot size and lot coverage calculations.
- l. Proposed landscaping, dimensioned, with plant type and size.
- m. Proposed design details, including pedestrian seating areas, awnings and other overhead weather protection measures, fences/walls, bicycle racks, external water spigots, balconies/decks, bay windows, building material and color, and exterior lighting.
- n. Outdoor loading and storage areas.
- o. Dumpsters and screening details.
- 4. Five (5) copies of dimensioned floor plans, drawn at 1" = 20' or a comparable scale, and folded to 8" x 11" size, showing:
 - a. Proposed uses. Please show gross floor area by use.

- b. Parking garage details, if applicable.

- 5. Five (5) copies of dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale, and folded to an 8" x 11" size, showing all facades, including:
 - a. Design details, such as roofline, door and window treatments, awnings and other overhead weather protection measures, artwork, exterior lighting, colors, building materials, etc.

- 6. Building height calculations.

- 7. 8-1/2" x 11" reductions of all plans.

- 8. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

Other

Models, perspective drawings, computer drawings, photographs, 3-D digital models, color renderings, material boards or other graphics as needed to adequately evaluate your application (discussed at the pre-design conference).*

All plans, drawings, renderings, photographs, or other graphics must be submitted in electronic form (i.e. PDF) for permanent storage. Models and/or material/color boards, if prepared, must be photographed for permanent storage.

Other required information: _____

* NOTE: After review of your application, additional materials may be required to fully illustrate the building and design features proposed.

DESIGN REVIEW EXEMPTIONS

The following development activities within the City's Design Districts are subject to Design Review (DR) approval unless listed as an exemption below:

- The development of an undeveloped site
- The addition of new floor area to an existing building
- A change to the exterior appearance of over 25% of a façade visible from a street or park.

EXEMPTIONS:

- Any activity which does not require a building permit; or
- Any activity on the exterior of a building of which the total cost or fair market value, whichever is higher, does not exceed \$10,000; or
- Interior work which does not alter the exterior of the structure; or
- Normal building maintenance including the repair or maintenance of structural members.

REVIEW FOR PROHIBITED MATERIALS

The following materials are prohibited in the Design Districts, including use on projects exempt for Design Review:

- Mirrored glass
- Corrugated fiberglass
- Chain link fences
- Translucent awnings
- Can signs (CBD and JBD only)

DESIGN REVIEW PROCESS THRESHOLDS

DESIGN REVIEW PROCESS:

The following projects will be reviewed through the Administrative Design Review (ADR) process:

- New one-story buildings less than 10,000 square feet.
- The following additions:
- To one-story buildings where the existing and new floor area total less than 10,000 square feet of gross floor area; or
- To buildings greater than one story or 10,000 square feet of gross floor area where the gross floor area is expanded by less than 10%.
- Renovations to existing facades, unless the building is identified by the City as a historic structure.
- Development activities in RH 8, PR, RM and PLA17A zones within NE 85th Street Subarea.

APPLICATION FORM: DESIGN REVIEW

____ Administrative Design Review (ADR) ____ Conceptual Design Conference (DBR)
____ Design Response Conference (DBR)

Applicant's name: _____ Daytime phone: _____
Applicant's mailing address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 2)

Property Owner's name: _____ Daytime phone: _____
Owner's address: _____

A COPY OF THE STAFF REPORT AND THE NOTICE OF DECISION WILL BE MAILED TO THE APPLICANT. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER: YES____ NO____

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection): _____

(2) Tax parcel number: _____

(3) The property is zoned: _____ and is presently used as: _____

(4) Describe permit application and the nature of project (attach additional pages if necessary): _____

(5) Have there been any previous zoning permits for the subject property? _____ If so, what is the Department of Planning and Community Development file number? _____

(6) Have you met with a planner prior to submitting your application? YES____ NO____
Name of planner: _____ Date of pre-design conference: _____

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED.

You may also need approvals from other city departments. Please check this before beginning any activity. If your site is adjacent to the lake, or contains an historic building or area, you may need a permit from the state or federal government.

STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 3 of this application, and designate _____ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT – READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

Applicant

Signature: _____
Name: _____
Address: _____
Telephone: _____

Property Owner #1

Signature: _____
Name: _____
Address: _____
Telephone: _____

Agent (Other than Applicant)

Signature: _____
Name: _____
Address: _____
Telephone: _____

Property Owner #2

Signature: _____
Name: _____
Address: _____
Telephone: _____

EXHIBIT A: LEGAL DESCRIPTION