



Community Planning & Economic Development

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www.thurstoncountybdc.com

Supplemental Application DESIGN REVIEW

STAFF USE ONLY	DATE STAMP
<p style="text-align: center; font-size: 2em; font-weight: bold;">LABEL</p> <p style="text-align: center;">PLEASE NOTE: ALL APPLICATIONS AND SITE PLANS MUST BE COMPLETED IN BLACK OR BLUE INK <u>ONLY</u></p>	
	Intake by: _____

This application form cannot be submitted alone. In addition to this form, a complete application package includes:

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
<input type="checkbox"/>	Master application.	<input type="checkbox"/>
<input type="checkbox"/>	Applicable processing fees.	<input type="checkbox"/>
<input type="checkbox"/>	Site plan design elements. Refer to the application checklist for the required number of map copies.	<input type="checkbox"/>
<input type="checkbox"/>	Landscape design elements.	<input type="checkbox"/>
<input type="checkbox"/>	Building design elements.	<input type="checkbox"/>
<input type="checkbox"/>	Sign program elements.	<input type="checkbox"/>
<input type="checkbox"/>	Section profiles.	<input type="checkbox"/>
<input type="checkbox"/>	Perspective drawings and colorboard information.	<input type="checkbox"/>
<input type="checkbox"/>	Any special reports or plans (may include landscape plan, parking plan, engineered drainage plan, wetland delineation, geotechnical report or other). If reports or plans are bound, submit one unbound copy. <i>Submittal of special reports must include original paper documents and electronic .pdf files.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Environmental Review (SEPA), if required.	<input type="checkbox"/>
<input type="checkbox"/>	Critical Area Administrative Review (required only if SEPA is not required and critical areas affect the property).	<input type="checkbox"/>
<input type="checkbox"/>	Application checklist	<input type="checkbox"/>
<input type="checkbox"/>	Supplemental Questionnaire	<input type="checkbox"/>

Project information requested on the following pages must be filled out completely. Also included in this application packet are a Supplemental Requirement Checklist and Supplemental Questionnaire. The Supplemental Requirement Checklist outlines site plan and design element requirements that should accompany this application. Use the provided checklist to ensure that all items have been addressed. A Supplemental Questionnaire is provided for each urban growth area. Only one supplemental questionnaire needs to be completed for the applicable urban growth area. Thurston County codes may be viewed online at www.thurstoncountybdc.com.

Check the applicable boxes and fill in the requested information below.

☐ LACEY UGA – Zoning_____

- ☐ Commercial Project (new construction, addition, exterior remodel, alteration)

Type of project _____

- ☐ Multifamily, Condominiums or Townhouse Development with more than two dwelling units

☐ TUMWATER UGA – Zoning_____

- ☐
- Commercial Project (new construction, addition or exterior remodel)

Type of project _____ Valuation of project \$ _____

- ☐ Multifamily Residential Development (new construction, addition or exterior remodel)

Type of project	Valuation of project \$
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
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99	100
100	100

□ OLYMPIA UGA – Zoning_____

- ## □ Commercial Development

Type of Project

- ☐ High Density single-family housing (six units/acre or higher)

- ☐ Multifamily or Townhouse Development of five units or more

- ## □ Master Plan Development

- ☐ Minor Project Review (Refer to Title 23 for a list of minor projects)

Type of project

- ☐ Other _____

PROJECT INFORMATION

Provide a Detailed Description of the Project. The project description shall be legible and include all uses and activities proposed on-site, including types of residential and/or non-residential uses. Be specific as to the parcel size, existing use, proposed use and activities to occur on-site, and type of critical area(s), if any. Attach a separate sheet if needed.

[illegible]

UTILITIES

Water Supply:

Existing: ☐ Single Family well ☐ Two party well ☐ Group B Well ☐ Public Utility

Name of water system: _____

Proposed: ☐ Single Family well ☐ Two Party well ☐ Group B Well ☐ Public Utility

Name of water system: _____

Is water system located/proposed on-site? _____ If no, provide tax parcel number of the property the water system is located or proposed on _____. A note referencing the off-site water system and parcel number shall be made on the map.

Are there any off-site water supplies within 200 feet of the property? ☐ Yes ☐ No

How was this verified? _____

Sewage Disposal:

Existing: ☐ Single Family Septic System ☐ Community Septic System

☐ Public Utility Name of Public Utility: _____

ACCESS

☐ Existing ☐ New ☐ Public Road ☐ Private Road

Private or Public Road Name: _____

How many other parcels have access by this road? Include vacant parcels. _____

ADDITIONAL PROJECT INFORMATION

1. What is the total square footage/acreage of the site? _____
2. What is the height of existing buildings? _____
3. What is the height of proposed buildings? _____ How many stories? _____
4. What is the estimated gross floor area of the project? _____ square feet
5. What is the estimated building footprint area of the project? _____ square feet
6. What is the square footage of existing impervious area? _____ Impervious area means pavement (compacted gravel, asphalt and concrete), roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.
7. Does the project involve an historic building which is listed on a national, state and/or local register or on the Thurston County Historic Register? ☐ Yes ☐ No

COMMERCIAL PROJECTS ONLY

8. What is the intended commercial use of the structure?

9. How many employees will be employed? _____
10. What are the hours of operation? _____
11. What are the days of operation?
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
12. Are customers expected to visit the site? ☐ Yes ☐ No If no, skip to No. 14
13. What is the average number of vehicles visiting the site? per day _____ per week _____
14. Are delivery vehicles expected to visit the site? ☐ Yes ☐ No If yes, what is the average number of deliveries per day _____ per week _____ Describe the type of delivery vehicles

15. Are parking spaces being provided? ☐ Yes ☐ No If yes, how many _____
16. Will this proposal generate noise? ☐ Yes ☐ No If yes, describe the noise that will be generated _____

16. Will there be any outside storage of materials or equipment? ☐ Yes ☐ No If yes, describe in detail what will be stored outside

17. Will there be hazardous materials associated with the use? ☐ Yes ☐ No If yes, describe in detail what hazardous materials will be used.

18. Is a sign proposed? ☐ Yes ☐ No If yes, how many? _____ What is the square footage and proposed lighting of each sign?

DESIGN REVIEW SUPPLEMENTAL REQUIREMENT CHECKLIST

The application shall contain and/or address the following requirements in a clear, accurate and intelligible form. Check the box for each item addressed. Provide an explanation for any unchecked item.

Applicant Use	DESIGN REVIEW CHECKLIST	Staff Use Only
<input type="checkbox"/>	1. The project site must be identified in the field by posting an identification sign visible from the access road and by flagging the property corners and the center of the driveway/road access location. The purpose of the sign is for project identification rather than public notification. The sign and flagging are provided by Thurston County and can be obtained at the Building Development Center.	<input type="checkbox"/>

Site Plan Design Elements		
<input type="checkbox"/>	2. Submit four (4) full-size site plans and one (1) 11" x 17" copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.	<input type="checkbox"/>
<input type="checkbox"/>	a. North arrow, map scale, date, site address and vicinity map showing location of site and surrounding landmarks.	<input type="checkbox"/>
<input type="checkbox"/>	b. The lot lines and dimensions of the entire property.	<input type="checkbox"/>
<input type="checkbox"/>	c. Names and location of adjacent roads.	<input type="checkbox"/>
<input type="checkbox"/>	d. Location, dimensions and nature of proposed easements (access/utility) or dedications.	<input type="checkbox"/>
<input type="checkbox"/>	e. Existing and finished grades at two-foot contours.	<input type="checkbox"/>
<input type="checkbox"/>	f. All surface stormwater facilities.	<input type="checkbox"/>
<input type="checkbox"/>	g. Proposed location of transformers, heat pumps and HVACs.	<input type="checkbox"/>
<input type="checkbox"/>	h. Natural features of the site such as slopes, wetlands and ponds.	<input type="checkbox"/>
<input type="checkbox"/>	i. Parking lot layout, driveways, street access, types and number of parking spaces and dimensions.	<input type="checkbox"/>
<input type="checkbox"/>	j. Loading berths including dimensions.	<input type="checkbox"/>
<input type="checkbox"/>	k. Type of surfacing material such as asphalt, exposed aggregate or pavers.	<input type="checkbox"/>
<input type="checkbox"/>	l. Parking lot lighting location and catalog detail of the lights to be used.	<input type="checkbox"/>
<input type="checkbox"/>	m. Dumpster enclosure design, location and location of gates.	<input type="checkbox"/>
<input type="checkbox"/>	n. Sidewalks, pedestrian walkways, bicycle racks and bike paths.	<input type="checkbox"/>
<input type="checkbox"/>	o. Pedestrian amenities such as benches, fountains and picnic areas.	<input type="checkbox"/>
<input type="checkbox"/>	p. Landscape areas including general location of trees.	<input type="checkbox"/>
<input type="checkbox"/>	q. Location, dimensions and description of common open space and recreation areas including any proposed equipment or swimming pools.	<input type="checkbox"/>
<input type="checkbox"/>	r. Mail kiosks.	<input type="checkbox"/>
<input type="checkbox"/>	s. Location and dimension of existing and proposed building(s) with appropriate setbacks, including features such as covered walkways, porches, balconies and decks.	<input type="checkbox"/>
<input type="checkbox"/>	t. Scenic vistas, if any, including direction of view.	<input type="checkbox"/>
<input type="checkbox"/>	u. Existing and proposed transit shelter locations and bus stops	<input type="checkbox"/>
<input type="checkbox"/>	v. The license stamp and signature of the architect on each page.	<input type="checkbox"/>

Landscape Design Elements		
<input type="checkbox"/>	3. Submit four (4) full-size and one (1) 11" x 17" copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.	<input type="checkbox"/>
<input type="checkbox"/>	a. Location of all proposed plant materials.	<input type="checkbox"/>
<input type="checkbox"/>	b. Any phased landscape proposal.	<input type="checkbox"/>
<input type="checkbox"/>	c. Common and botanical names of plants and the size at the time of planting.	<input type="checkbox"/>
<input type="checkbox"/>	d. Size of tree canopy at maturity.	<input type="checkbox"/>
<input type="checkbox"/>	e. Required and proposed tree unit count on the face of the landscape plan.	<input type="checkbox"/>
<input type="checkbox"/>	f. Existing trees/vegetation to be retained removed.	<input type="checkbox"/>
<input type="checkbox"/>	g. Location of tree protection fencing for those trees being retained.	<input type="checkbox"/>
<input type="checkbox"/>	h. Proposed and existing fence locations and type of fencing materials and colors.	<input type="checkbox"/>
<input type="checkbox"/>	i. Existing and proposed walls and type and color of materials to be used.	<input type="checkbox"/>
<input type="checkbox"/>	j. Landscape materials used in surface stormwater facilities.	<input type="checkbox"/>
<input type="checkbox"/>	k. A north arrow, map scale, datum, date, site address and directions to the site.	<input type="checkbox"/>
<input type="checkbox"/>	l. The license stamp and signature of the architect on each page.	<input type="checkbox"/>

Building Design Elements		
<input type="checkbox"/>	4. Submit four (4) full-size and one (1) 11" x 17" copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.	<input type="checkbox"/>
<input type="checkbox"/>	a. Dimensioned elevations of all sides of proposed building(s) and related elevations of existing building(s), if any.	<input type="checkbox"/>
<input type="checkbox"/>	b. Main or primary entries and secondary or employee entries.	<input type="checkbox"/>
<input type="checkbox"/>	c. Location and type of exterior building materials.	<input type="checkbox"/>
<input type="checkbox"/>	d. Window details including materials and colors.	<input type="checkbox"/>
<input type="checkbox"/>	e. Door details including materials and colors.	<input type="checkbox"/>
<input type="checkbox"/>	f. Roofing details including materials and colors.	<input type="checkbox"/>
<input type="checkbox"/>	g. The heights of the proposed and existing buildings measured from the ground level to the roof ridge.	<input type="checkbox"/>
<input type="checkbox"/>	h. Exterior lighting program – Location and catalog picture of light fixture(s).	<input type="checkbox"/>
<input type="checkbox"/>	i. Area(s) on building where signs will be installed.	<input type="checkbox"/>
<input type="checkbox"/>	j. How buildings relate to adjacent off-site structures.	<input type="checkbox"/>
<input type="checkbox"/>	k. The license stamp and signature of the architect on each page.	<input type="checkbox"/>

Sign Program Elements		
<input type="checkbox"/>	5. Submit one (1) 11" x 17" copy of the following using a standard interval of an engineer scale.	<input type="checkbox"/>
<input type="checkbox"/>	a. Location, height and size of all existing signs to remain and to be removed.	<input type="checkbox"/>
<input type="checkbox"/>	b. Location, height and size of proposed freestanding signs.	<input type="checkbox"/>
<input type="checkbox"/>	c. Location, height and size of proposed building mounting signs.	<input type="checkbox"/>
<input type="checkbox"/>	d. Drawings or photographs showing the design of all existing and proposed signs, including colors, materials, lettering styles and logos.	<input type="checkbox"/>

Section Profiles		
<input type="checkbox"/>	6. Submit two (2) section profiles through the site using a standard interval of an engineer scale.	<input type="checkbox"/>
<input type="checkbox"/>	a. Scale.	<input type="checkbox"/>
<input type="checkbox"/>	b. Building(s) details.	<input type="checkbox"/>
<input type="checkbox"/>	c. Landscaping against the buildings when installed.	<input type="checkbox"/>
<input type="checkbox"/>	d. Lighting fixtures and standards.	<input type="checkbox"/>
<input type="checkbox"/>	e. Signs.	<input type="checkbox"/>
<input type="checkbox"/>	f. The license stamp and signature of the architect on each page.	<input type="checkbox"/>

Other		
<input type="checkbox"/>	7. Perspective drawings, photographs, color renderings or other graphics which accurately represent the proposed project.	<input type="checkbox"/>
<input type="checkbox"/>	8. Colorboard including building wall, accent and trim colors and materials, roofing colors and materials. And glazing tint.	<input type="checkbox"/>