



# DESIGN PRINCIPLES & STANDARDS

## Instructions for Filing Application

**Development Services Department**

425-489-2754 • 17301 133<sup>rd</sup> Avenue NE • Woodinville, WA 98072

**Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm**

| FOR CITY USE ONLY |          |
|-------------------|----------|
| Required          | Received |

**PROJECT NAME:**

**APPLICATION SUBMITTAL:**

Whenever development is proposed in commercial designated areas or the Tourist District overlay of the City, the applicant shall file with the Development Services Department the following:

**DOCUMENTS:**

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1. An application form for DESIGN REVIEW completed and signed (in ink). The form may be obtained from the Development Services Department and the following:
2. The filing fee for design review according to fee schedule available from the Development Services Department.
3. DESIGN REVIEW CHECKLIST with references to page/sheet number of the drawings or other documents submitted noting where compliance for each Design Principle is documented. Please note why a specific principle is not considered applicable to the proposed action.
4. A completed City of Woodinville Development Consistency Checklist. (Note: Not required if included on previously submitted Consistency Checklist.)

**DRAWINGS:**

In addition to the documents above, the applicant shall submit with the application six (6) legible reproduced or plotted drawings representing the proposed development on minimum size sheets at a scale or scales that legibly communicates conformance with the Design Principles and identifies how the proposed development complies with each principle. Indicate option(s) selected when options are listed.

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- 1. SITE PLANNING:** (Note: See DESIGN PRINCIPLES for principle requirements.)
  - a. Relationship to Street Front
  - b. Interior Yard Compatibility
  - c. Multiple Building/Large Lot Development
  - d. Mechanical Equipment & Service Area Location
  - e. Biofiltration Swales
  - f. Street Corners
  - g. Open Space/Recreation (Multifamily, General Business, Industrial Only)

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- 2. PEDESTRIAN AMENITIES:** (Note: See DESIGN PRINCIPLES for principle requirements.)
  - a. General Pedestrian Access Requirements
  - b. Pathways and Parking lots
  - c. Sidewalk – Size and Materials
  - d. Pedestrian Amenities

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| Required | Received |
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- e. Internal Pedestrian Paths and Circulation
- f. Pedestrian Activity and Plazas
- g. Residential Open Space

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- 3. VEHICULAR ACCESS and PARKING:** (Note: See DESIGN PRINCIPLES for principle requirements.)
- a. Vehicular Access and Circulation
  - b. Parking Reductions
  - c. Vehicle Entrances

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- 4. BUILDING DESIGN:** (Note: See Design Principles for principle requirements)
- a. Building Design – Character
  - b. Human Scale
  - c. Architectural Scale
  - d. Building Corners
  - e. Building Details
  - f. Materials
  - g. Blank Walls
  - h. Mechanical Equipment and Service Areas (Multifamily, General Business, Industrial Only)
  - i. Community Scale (Multifamily Only)

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- 5. LANDSCAPE:** (Note: See WMC Sections 21.16 Development Standards-Landscaping and WMC21.15 Development Standards—Tree Protection for landscaping and tree retention requirements.)
- a. Landscape Concept
  - b. Preferred Plant Material
  - c. Parking Lot Landscaping
  - d. Retention of Significant Trees

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

Design Principles

**PLEASE NOTE:** In order to help work out potential problems, if any, before formal submittal, the City of Woodinville requires the applicant to attend a Technical Review Committee (TRC) Pre-application Meeting. Please call the Development Services Department for information regarding the TRC Meetings.

I certify that I have provided all the necessary information as requested above.

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Applicant's Signature

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Date

**FOR CITY USE:**

- The items marked as received above will be forwarded to a Project Planner for review. You will be notified regarding the completeness of your application and whether additional information will be required.
- The items marked in the required column are missing from your application packet. Your application will not be accepted until you have presented those items with your packet.

If you have any questions, please contact the Development Services Department at 489-2754.

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Development Services Representative's Signature

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Date