



**CITY OF CARNATION**

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238  
 (425) 333-4192 phone • (425) 333-4336 fax

**DESIGN REVIEW SUBMITTAL REQUIREMENTS**

*Design Review and Approval in the City of Carnation is governed by Carnation Municipal Code, Section 15.96.040. A copy of the Design Standards and Guidelines is available on the City's website at [www.carnationwa.gov](http://www.carnationwa.gov).*

**APPLICANT:** Please complete the following and attach information as requested.

Applicant Name:		Phone:
Mailing Address:		
Site Address:		Assessor's PIN:
SUBMIT	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Elevations Elevations from all directions and floor plans of proposed new buildings or any major remodel of existing buildings. Elevations should clearly show architectural details. For properties adjacent to Tolt Avenue, applicants are encouraged to base the architectural character of the building on elements and forms common to early 20 <sup>th</sup> century Carnation structures. For sites not located in the downtown core, applicants are encouraged to consider forms common to early 20 <sup>th</sup> Century residential structures (CMC 15.96.040 Section 4.2.3). See also CMC 15.96.040 Section 4.4.1 for appropriate details for non-residential buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Drawn to scale, show north arrow, show all public rights-of-way, depict all building locations and orientations in relation to the property lines and public rights-of-way, show distance between proposed development and existing features on subject property, and indicate location and dimensions of all impervious surface to be added. Include plans for open space, pedestrian access and amenities as required by CMC 15.96.040 Section 2 (may be on a separate plan or plans).
<input type="checkbox"/>	<input type="checkbox"/>	Color chips and examples of materials to be used for all façade walls. Include trim colors. Bright colors may be used only for trim and should be limited to no more than 10 percent of the façade (CMC 15.96.040 Section 4.5.9). Refer to section CMC 15.96.040 Section 4.5 for materials requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan Landscape plan, drawn to scale, showing all existing and proposed landscaping and identifying all species by Latin and common names.
<input type="checkbox"/>	<input type="checkbox"/>	Reduced Site Plan – 8-1/2x11” PMT
<input type="checkbox"/>	<input type="checkbox"/>	Summary table of project statistics, including site area, percentage of impervious surface, building heights, building gross floor area, the use or occupancy and construction type per IBC for any proposed new structure, required and proposed parking, and similar data as required.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map Clearly depict the site in relation to arterials, municipal boundaries, and other relevant landmarks. Show the uses and zones of neighboring properties.
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Fees: \$250 – Major exterior remodel (with a Site Development Permit) \$600 – Major exterior remodel (without a Site Development Permit) Other fees as may be required (SEPA, Drainage Plan Review, etc.) Consultant review costs billed with 5% administrative surcharge
<input type="checkbox"/>	<input type="checkbox"/>	List of all property owners within a 300’ radius



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<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Map
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist (if project is not exempt from SEPA)
<input type="checkbox"/>	<input type="checkbox"/>	Other:

For City use only:

Date Received:	Received By:
Design Review Zone (check one):	
<input type="checkbox"/> Downtown Core adjacent to Tolt Avenue between Rutherford and Eugene	
<input type="checkbox"/> "Gateway Property" along Tolt Avenue	
<input type="checkbox"/> Other sites adjacent to Tolt Avenue	
<input type="checkbox"/> All other areas	
Comments:	



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*The following is an excerpt from Carnation Municipal Code Title 15 – Land Use Code which addresses submittal requirements for project permit applications. Please refer to the Carnation Municipal Code for complete regulations and requirements.*

15.09.021 Project permit application submittal requirements.

- A. Applications for all project permits shall be submitted to the city upon forms provided by the City Planner. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:
1. A completed project permit application form.
  2. A sworn statement made before a notary public and under penalty of perjury by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.
  3. A property and/or legal description of the site for all applications, as required by the applicable development regulations.
  4. The applicable fee.
  5. Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by this chapter.
- B. In addition, each submittal of a project permit application shall contain the following information, where applicable:
1. Evidence of adequate water supply as required by RCW 19.27.097.
  2. Evidence of sewer availability.
  3. Information on the capacity of existing storm water conveyance and control facilities.
  4. Any information required by any other applicable provision of Title 15 of the Carnation Municipal Code.
  5. Any other information determined by the City Planner to be relevant and material to review of the proposed project or development.