



CITY OF PORT ORCHARD

Permit Center

Design Standards Submittal Checklist

Project Name: _____

Location: _____

1. DESIGN STANDARDS. (POMC 20.127)

Determine if Design Standards apply. Check the box below that corresponds with this project:

☐ **Design Standards apply to this project.** You will need to show design standards on the project plans.

☐ **An exception listed below applies to this project. Design Standards do not apply.**

Check the box next to the exception that applies to your project:

☐ This application is for a detached house, backyard cottage, cottage court cottages, duplex, attached house, or townhome.

☐ This application is for open-air structure(s) such as pavilions, stages and gazebos for ornamental, performance or recreational use.

☐ This project is located in the Old Clifton Industrial Park.

☐ This project is in an Industrial zone, and the Director has waived Design Standards.
(Provide a copy of the Waiver)

☐ This project is a Tenant Improvement or other interior work within an existing building that **does not**:

- include site improvement.
- change the building footprint.
- change the exterior of the building.
- increase the gross floor area of the structure.

2. DESIGN STANDARDS PROJECT INFORMATION:

Specify the Improvement Level for your project (POMC 20.127.020(3)):

☐ Level 1

☐ Level 2

☐ Level 3

☐ New Construction

☐ Project is located within Community Framework Map area number _____. (POMC 20.127.130(1-16))

☐ Project is located outside of the Community Framework Map areas.

Block Frontage Type designation of the project site (POMC Table 20.127.120(2)) Check all that apply:

☐ Storefront

☐ Landscape

☐ Varied

☐ Marine

☐ Gateway

☐ Other

Is your project fronting a trail that is not adjacent to a street? ☐ No ☐ Yes: If yes, POMC 20.127.210 applies.

Are you proposing a Community Design Framework Master Plan: ☐ No ☐ Yes: If yes, a Comprehensive Plan Amendment is required.

Are you requesting an optional review by the Design Review Board? (POMC 20.127.030) ☐ No ☐ Yes

Are you requesting Departures from the Design Standards? ☐ No ☐ Yes

If departures are requested, see submittal requirements below.

3. SUBMITTAL REQUIREMENTS. Check the box for each item included with this application.

☐ **Design Standards Submittal Checklist**, (this form), completed.

☐ If Departures are requested, also submit:

☐ **Departures Supplemental Checklist.**

☐ **A Narrative Statement** to support how such proposed departures meet the applicable approval criteria.

The design standards required for your project must be included on all drawings submitted with your application. This includes showing departures if any are requested.

Check all elements included with your submittal:

Block Frontage Standards. (POMC 20.127; Article II, 100 – 260)

Identify the block frontage type(s) applicable to the development.

- ☐ A site plan and/or other plans illustrating proposed improvements and how the block frontage standards are being met, including (where applicable):
 - ☐ Building envelope location and setbacks/dimensions.
 - ☐ Site elevation/topography at minimum two-foot intervals.
 - ☐ Parking location and vehicular access design.
 - ☐ Percentage of street frontage that is occupied by parking areas and garage entries.
 - ☐ Weather protection elements and dimensions/percentages.
 - ☐ Façade transparency elements and dimensions/percentages.
 - ☐ Storefront interior dimensions, including floor to ceiling height and storefront depth.
 - ☐ Landscaping elements (common or scientific name and size) and design (layout and location).
 - ☐ Right-of-way improvements and dimensions (including planting strip and sidewalk).
 - ☐ Undeveloped areas, including critical areas and associated buffers).

Site Planning Standards. (POMC 20.127, Article III, 300 – 360)

- ☐ A site plan and/or other plans illustrating proposed improvements and how the site planning standards are being met, including (where applicable):
 - ☐ Building envelope location and setbacks/dimensions.
 - ☐ Site elevation/topography at minimum two-foot intervals.
 - ☐ Building elevations of all façades, including the location of doors, windows, and balconies.
 - ☐ The location and height of adjacent structures within 25 feet of the property proposed for development.
 - ☐ Non-motorized circulation elements, including materials, dimensions, and necessary details.
 - ☐ Parking location and vehicular access design, including materials, curb edge, lane configurations, dimensions, and other relevant details to support compliance.
 - ☐ Existing and proposed pedestrian-oriented space, usable residential open space, and other recreational features, including design elements, materials, and necessary details.
 - ☐ Location, design, and configuration of service areas and mechanical equipment.
 - ☐ Landscaping elements (common or scientific name and size) and design (layout and location).
 - ☐ Right-of-way improvements and dimensions (including planting strip and sidewalk).

Building Design Standards. (POMC 20.127, Article III, 400 – 460)

- ☐ Graphics illustrating proposed improvements and how the building design standards are being met, including (where applicable):
 - ☐ Building elevations showing:
 - ☐ Exterior materials.
 - ☐ Doors and windows and associated design details.
 - ☐ Roofline design and dimensions.
 - ☐ Details on proposed exterior materials and finish.
 - ☐ Blank wall treatment details.
 - ☐ Building plan view drawings showing:
 - ☐ Façade articulation and dimensions.
 - ☐ Entry locations and design.
 - ☐ Three-dimensional graphics emphasizing:
 - ☐ Building massing and articulation.
 - ☐ How the development (proposed improvements) fit within the surrounding context.
The graphic must illustrate the general massing of buildings within 50 feet of the site.

Departures. (POMC 20.127.060)

Use the Design Standards Departures Request form if any departures are requested.