



**CITY OF PORT ORCHARD**  
Permit Center

## Design Standards Submittal Checklist

*Design Standards must be shown on site plan and/or other drawings, if applicable.*

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### **1. APPLICABILITY.**

*Provisions of 20.127 do not apply to all development. Check the appropriate box for your development.*

- ☐ An exception listed below applies to this project: *(select one)*
- ☐ The project is for a detached house or middle housing. *(see Middle Housing definition in POMC 20.12)*
  - ☐ The project is within the designated Old Clifton Industrial Park. *(see map in POMC Figure 20.127.020(1))*
  - ☐ The project is an open-air structure such as pavilion, stage, or gazebo for ornamental, performance, or recreational use.
  - ☐ The project is in other employment-industrial/office zone. The Director has waived provisions.
  - ☐ The project is for interior work only within an existing building, does not include site improvement, does not change the building footprint or exterior of the building, and does not increase the gross floor area.
- ☐ None of the above apply to this project. Design Standards are required. *(continue with checklist)*

### **2. DESIGN STANDARDS PROJECT INFORMATION:**

**Specify the Improvement Level for this project:** *(POMC 20.127.020(3)(a - c) and Figure 20.127.020(3))*

- ☐ The project is new construction. Levels don't apply.
- ☐ Level I
- ☐ Level II
- ☐ Level III

**Location of Project within a Community Design Framework Map.** *Select the appropriate map in POMC 20.127.130.*

- ☐ Community Framework Map Area #: \_\_\_\_\_
- ☐ Project is located outside of the Community Framework Map Areas.

#### **Block Frontage Standards by Type.**

*See POMC Table 20.127.120(2). Identify the type for your project as shown on the Community Map Area:*

\_\_\_\_\_

Specific standards for block frontage types are found in POMC 20.127.150 – 250.

**Is your project in a residential zone?**

- ☐ No.
- ☐ Yes: *POMC 20.127.230 applies.*

**Does your project front on more than one street?**

- ☐ No.
- ☐ Yes: *POMC 20.127.240 applies.*

**Is your project fronting a trail that is not adjacent to a street?**

- ☐ No.
- ☐ Yes. *POMC 20.127.210 applies.*

**3. DEVELOPMENT STANDARDS.**

*After identifying the Community Map and Block Frontage type for your project, find the standards which apply.*

**Block Frontage Standards (POMC 20.127.150 – 250) Check each item addressed with this application:**

- ☐ Ground floor (land use, floor-to-ceiling height, retail space depth).
- ☐ Building placement.
- ☐ Building entrances.
- ☐ Façade transparency. *Clarification of transparency standards can be found in Table 20.127.140*
- ☐ Weather protection.
- ☐ Parking location.
- ☐ Sidewalk width.
- ☐ Landscaping

**Site Planning Standards (POMC 20.127.300 - 360) Check each item addressed with this application:**

- ☐ Relationship to adjacent properties: balconies or rooftop decks.
- ☐ Light and air access.
- ☐ Privacy along side and rear property lines.

- ☐ Nonmotorized circulation and design.
  - ☐ Sidewalk access.
  - ☐ Internal circulation.
  - ☐ Walkway design.

- ☐ Vehicular circulation and parking.
  - ☐ Driveway provisions.
  - ☐ Intersite connectivity.
  - ☐ Internal roadway design.

☐ **On-site open space.**

- ☐ Location and design of service areas and mechanical equipment.
  - ☐ Location of ground related service areas and mechanical equipment.
  - ☐ Screening of ground related service areas and mechanical equipment.
  - ☐ Utility meters, electrical conduit, and other service utility apparatus.
  - ☐ Location and screening of roof-mounted mechanical equipment.

**Building Design Standards (POMC 20.127.400 – 460) Check each item addressed with this application:**

- ☐ Building character.
  - ☐ Corporate architecture exemption: *See POMC 20.127.420(2) and Figure 20.127.420.*
- ☐ Building massing and articulation.
  - ☐ Façade articulation – non-residential.
  - ☐ Façade articulation – residential.
  - ☐ Maximum façade width.
  - ☐ Roofline modulation.
- ☐ Building details.
  - ☐ Façade details – non-residential and mixed use buildings.
  - ☐ Window design standards.
  - ☐ Cornice/Roofline design for flat roofs.
  - ☐ Articulated building entries.
- ☐ Building materials.
  - ☐ Quality building materials.
  - ☐ Special conditions and limitations for concrete block (Concrete Masonry Unit – CMU)
  - ☐ Special conditions and limitations for metal siding.
  - ☐ Special conditions and limitations for Exterior Insulation and Finish System (EIFS).
  - ☐ Special conditions and limitations for cementitious wall board paneling/siding.
- ☐ Blank wall treatments
  - ☐ Methods to treat blank walls.

**4. DEPARTURES.**

**Are you requesting Departures from the Design Standards?**

- ☐ No.
- ☐ Yes: *Submit the following with your application:*
  - ☐ Design Standards Departures Request form. *Available on the Permit Center website.*
  - ☐ A narrative statement to support how the proposed departures meet the applicable approval criteria.
  - ☐ Drawings showing departures (site plan, elevation, graphical representation).