



CITY OF PORT ORCHARD
Permit Center

Design Standards Supplemental Submittal Checklist

Permit No.: _____

Project Name: _____

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)

If any departures are requested, such elements must be clearly identified in the above materials.

- YES:** Departures are requested. Must include:
 - Departures Supplemental Checklist.
 - Documentation to support how such proposed departures meet the applicable approval criteria.