



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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PRE-SUBMITTAL DESIGN REVIEW APPLICATION (POMC 20.127)

For Staff Use Only

File #:

Receipt #:

Incomplete Submittal Will Not Be Accepted

1. APPLICANT INFORMATION.

Applicant Name:

Company Name:

Mailing Address:

Phone:

Email:

2. PROPERTY OWNER INFORMATION.

Name:

Mailing Address:

Phone:

Email:

3. PROJECT INFORMATION.

Tax parcel number(s):

Site address/Location:

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

Level 1 Level 2 Level 3 New Construction

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

Storefront Landscape Varied Marine Gateway Other

Select one of the statements for Community Design Framework Map Area (Refer to POMC 20.127.130)

The project is located within Map Area.

List map number and name: _____

The project is located outside of the Community Design Framework Map Areas.

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

No.

Yes. If yes, POMC 20.127.210 applies.

Are you requesting any Departures? (POMC 20.127.060)

No.

Yes. If yes, complete the attached Design Standards Departures Supplemental Checklist.

4. SUBMITTAL REQUIREMENTS.

Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.

This Application shall include the following items unless specifically waived by DCD.

Check the box for each item included with this application:

Completed Pre-Submittal Design Review Application, (this form).

Conceptual Plans:

Include North Arrow and Map Scale.

Must be legible and to scale when printed at 18" x 24".

Show Design Standards requirements (POMC 20.127.040).

Completed Design Standards Submittal Checklist. (attached to this form).

Completed Departures Checklist and supporting documentation, if departures are requested.
(checklist is attached to this form)

Authorized Agent Signature: The Applicant is the primary contact for all review-related questions and correspondence. The legal owner of the property authorizes the Applicant to act on his/her behalf as the agent/contact for this review. Communications by the Development Director or other Permit Center representatives will be to the Applicant by email, mail or phone using the contact information as provided on this form. The authorized agent is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent to ensure their contact information is accurate and that their email account accepts email from the Permit Center.

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge.

X _____ **DATE:** _____
Applicant / Authorized Agent Signature



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Design Standards Submittal Checklist

File 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.



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Design Standards Departures Supplemental Checklist

File No.: _____

Project Name: _____

POMC 20.127.060 provides specific departure opportunities to the development standards, available to those specific standards that allow for departures. **Include this form if requesting departures.**

Check the departures requested for this project:

20.127.150(2) - Storefront block frontage standards.

- Ground floor Retail space depth.
- Façade transparency.
- Weather protection.
- Parking Location:
 - New surface or ground level parking areas must be placed to the side or rear of structures and are limited to 60 feet of street frontage.
 - Provide a 6 feet minimum buffer of landscaping between the street and off street parking areas meeting the standards of Chapter 20.128 POMC.
- Sidewalk width.

20.127.160(2) – Landscaped block frontage standards.

- Building placement.
- Building entrances.
- Façade transparency:
 - 25 percent minimum for buildings design with ground level non-residential uses.
 - 15 percent minimum for residential uses.
- Parking location.

20.127.170(2) - Varied block frontage standards.

- Building placement.
- Façade transparency:
 - 40 percent minimum for buildings designed with non-residential uses on the ground floor within 10' of sidewalk.
 - 25 percent minimum for buildings designed with non-residential uses on the ground floor.
 - 15 percent minimum for residential buildings.

20.127.180(2) – Marine block frontage standards.

- Building placement.
- Façade transparency:
 - 40 percent minimum for buildings designed with non-residential uses on the ground floor within 10 feet of sidewalk.
 - 25 percent minimum for buildings designed with non-residential uses on the ground floor within 20 feet of the sidewalk.
 - 15 percent minimum for residential buildings.
- Parking location.

20.127.190(2) – Gateway frontage standards.

- Building placement.
- Building entrances.
- Parking location:
 - Placed to the side, rear, below or above uses.
 - For multi-building developments, surface parking and the ground floor of structured parking areas are limited to no more than 60 percent of the street frontage.
 - A 25 feet buffer of landscaping between the street and off street parking areas meeting the performance standards of POMC 20.128.

20.127.200(2) – Internal roadway storefront block frontage standards.

- Façade transparency.
- Sidewalk width.

20.127.210(2) – Other block frontage standards.

- Building placement.
- Building entrances.
- Façade transparency:
 - For storefronts, at least 60 percent of ground floor between 30 inches and 10 feet above the sidewalk is required.
 - Other buildings designed with non-residential uses on the ground floor within 10 feet of sidewalk, at least 30 percent of the ground floor between 4-8 feet above the sidewalk.
 - Other buildings, at least 10 percent of the entire façade (all vertical surfaces generally facing the street).
- Parking location.

20.127.230 – Special residential frontage standards along sidewalks and internal walkways.

- 20.127.230(1) Raised deck or porch option.
- 20.127.230(2) Front setback options.
- 20.127.230(3) Raised ground floor.

20.127.240 – Where a property fronts onto multiple streets/frontage designations.

- 20.127.240(3) Entrances.
- 20.127.240(5)(b) Parking.

20.127.320 – Relationship to adjacent properties.

- 20.127.320(2) Balconies adjacent to side property lines abutting residentially zoned properties.
- 20.127.320(3) Light and air access and privacy along the side and rear property lines.

20.127.330 – Non-motorized circulation and design.

- 20.127.330(3) Internal circulation.
- 20.127.330(4) Walkway design.

20.127.340 – Vehicular circulation & parking.

- 20.127.340(4) Internal roadway design.

20.127.350 – On-site open space.

- 20.127.350(2) Useable residential open space.
- 20.127.350(3) Useable commercial open space.

20.127.360 – Location and design of service areas and mechanical equipment.

- 20.127.360(2) Location of ground related service areas and mechanical equipment.
- 20.127.360(3) Screening of ground related service areas and mechanical equipment.

20.127.430 – Building massing & articulation.

- 20.127.430(2) Façade articulation – non-residential.
- 20.127.430(3) Façade articulation –residential.
- 20.127.430(4) Departure criteria associated with articulation standards.
- 20.127.430(5) Maximum façade width.
- 20.127.430(6) Roofline modulation.

20.127.440 – Building details.

- 20.127.440(2) Façade details – non-residential and mixed use buildings.
- 20.127.440(3) Window design standards.
- 20.127.440(4) Cornice/roofline design for flat roofs.

20.127.450 – Building materials.

- 20.127.450(4) Special conditions and limitations for metal siding.
- 20.127.450(5) Special conditions and limitations for the use of Exterior Insulation and Finish System (EIFS).
- 20.127.450(6) Special conditions and limitations for cementitious wall board paneling/siding.