DESIGN REVIEW - ADMINISTRATIVE

Design review is the process by which the City reviews the design of proposed development to ensure compliance with either design standards for the Town Center design (MICC 19.12), or for zones outside the Town Center (MICC 19.11). Development of property owned by the City, single family home development, and development of wireless communication facilities is not subject to design review (MICC 19.16). Any development that does not qualify as major new construction (MICC 19.15 and 19.16) is considered a minor exterior modification and subject to administrative design review. The code official has the authority to determine if a minor exterior modification is not significant and does not require formal design review.

PRE-APPLICATON MEETING

A pre-application meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

For more information on the Pre-Application Meeting process, refer to the Pre-Application Meeting Request Form.

SUBMITTAL REQUREMENTS

In addition to the items listed below, the code official may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed pre-application.** Recommended.
2. **Development Application Sheet.** Application form must be fully filled out and signed.
3. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria.
4. **Title Report**. Less than 30 days old. Unless waived by the code official.
5. **Development Plan Set.** Please refer to the Land Use Application - Plan Set Guide in preparing plans.
6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
7. **Arborist Report**. Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
8. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Consult with a planner if you are unsure if the project is exempt.
9. **Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
10. **Fees.** Payment of required fees.