



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
Permit Center (253) 856-5302 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Planning Services

Downtown Design Review Application

Please print in black ink only.

Application Fee... See Fee Schedule

Application #: \_\_\_\_\_ KIVA #: \_\_\_\_\_
OFFICE USE ONLY OFFICE USE ONLY

Application Name: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

Address/Location: \_\_\_\_\_ Zone: \_\_\_\_\_

King County Parcel Number (s): \_\_\_\_\_ Acres: \_\_\_\_\_

1/4 Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E

Applicant: (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Professional License No: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Property Owner 1: (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

OFFICE USE ONLY:

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Completeness Review by: \_\_\_\_\_

**INSTRUCTIONS**

In the space provided, please provide a narrative response that describes how the proposed development plan addresses each of the following design elements as described in the City of Kent Downtown Design Guidelines handbook. Please indicate n/a for elements not included in the scope of proposed development. If additional space is needed, please attach responses on a separate sheet.

**I. Site Planning**

**A. Response to Surrounding Context and Unique Site Features**

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**B. Relationship to Street Front**

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**C. Siting and Screening Service and Parking Facilities**

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**D. Street Corners**

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**E. Site Design for Safety**

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**F. Residential Open Space (applies only to DC and DCE zones)**

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**G. Pedestrian Access**

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**H. Pedestrian Amenities**

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## **II. Landscape Concept and Site Design**

### **A. Landscape Concept**

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### **B. Parking Lot Landscaping**

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## **III. Building Design**

### **A. Building Concept**

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### **B. Human Scale and Pedestrian Orientation**

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**C. Architectural Scale**

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**D. Building Details and Elements**

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**E. Materials and Colors**

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**F. Blank Walls**

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# Downtown Design Review Application Instructions

The applicant must address each of the following requirements. The information must be submitted on separate 8 1/2 x 11-inch sheets of paper, typed with one-inch margins. Provide the following:

- A. The completed original application and seven (7) additional copies making sure that all of the required signatures are obtained.
  - B. Eight (8) copies of answers addressing all applicable Downtown Design Guidelines criteria as identified by the Downtown Planner in the pre-application or informal meeting, as appropriate.
  - C. One (1) copy of complete legal descriptions of all parcels involved with the project.
  - D. Eight (8) copies of detailed site plans, drawn to decimal scale. All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing. The site plans must include the following information:
    1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
    2. Property lines
    3. North arrow and engineering scale (use only 1"=20' or 1"=30'; not 1/8"=1' or other architectural scale)
    4. King County tax identification number
    5. Lot dimensions
    6. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
7. Vehicle Maneuvering Diagrams for all multi-family, commercial and industrial developments (See Development Assistance Brochure #6-4 Vehicle Maneuvering Diagrams, for additional information)
  8. All major manmade or natural features
  9. Proposed building location
  10. Building dimensions
  11. Building floor plan
  12. Building height and number of stories
  13. Setback dimensions (distance from all existing and proposed structures to property lines)
  14. Location of fire hydrants closest to the site
  15. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures.
  16. Location of parking areas (include dimensions of stalls and drive aisles)
  17. Location and type of any existing or proposed exterior lighting to be placed on the site
  18. Vehicle loading and unloading areas, including truck loading and maneuvering area
  19. Location of paved areas, including sidewalks and pedestrian pathways
  20. Location of proposed landscape areas (include dimensions and area)

21. Areas of future development
  22. Location of outside storage areas (include dimensions and area)
  23. List of all Hazardous materials and waste, the quantities and location on site
  24. Trash dumpster location
  25. Adjacent uses (undeveloped, single family, commercial, etc.)
  26. Location of water and sewer mains closest to the site and utility connections
  27. Existing and proposed fences (specify type of fence)
  28. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
  29. Critical areas such as hazard area slopes and endangered wildlife habitat
  30. Contours if the parcel(s) or access road(s) contain slopes of greater than 10%
  31. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions. (See Development Assistance Brochure #6-7, Sight Distance Requirements, for additional information)
  32. If applicable, proposed open space network
  33. If applicable, biofiltration areas
  34. All other site information relating to applicable downtown design criteria
- E. Four (4) copies of ITE Land Use Code (number) for each proposed use of property (see DEVELOPMENT ASSISTANCE BROCHURE #6-9, Trip Generation Guidelines, for a list of ITE Land Use Codes). If the proposed land use is not accurately described by an ITE Land Use Code, state that the use does not have an ITE Land Use Code.
- F. Eight (8) copies of required Code data:
1. Type of construction per UBC
  2. Sprinklered/non-sprinklered
3. Occupancy classifications per UBC Chapter 3
  4. Zoning district
  5. Total lot area (square feet)
  6. Total building area with area breakdown by levels (ie. 1st floor, mezzanine)
  7. Allowable area calculations
  8. Percent of site coverage
  9. Area per occupancy (office, manufacturing, warehouse, retail, etc.)
  10. Total number of residential units
  11. Total number of parking stalls (include handicapped)
  12. Total square footage of parking and maneuvering area
  13. Total square footage of paved area
  14. Square footage of required landscaping areas
  15. If applicable, percentage of parcel in open space
- G. If applicable, three (3) copies of an existing tree survey, drawn to a decimal scale. All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing. The tree survey must illustrate:
1. The precise location of all trees that are six (6) inches caliper or greater at three (3) feet above grade (forestry standard), including the location of the drip line of each tree
  2. The caliper size of each tree at three (3) feet above grade (forestry standard)
  3. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
  4. Specify which trees are intended to be retained or removed with development
  5. The tree survey must address each tree location in relation to all existing and proposed development on the site including, but not limited to, the following information:
    - (a) Property lines with lot dimensions.
    - (b) Proposed and existing building locations

- (c) All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement.
- (d) Location of all parking areas, vehicle loading and unloading areas, other paved areas, fences, trash dumpsters, outdoor storage areas, and areas reserved for future development.
- (e) Location of all utilities, stormwater detention facilities and other development requiring tree removal
- (f) Location of all proposed landscape areas

H. Eight (8) copies of the landscape plan, drawn to a decimal scale. All large maps must be folded to fit into an 8 1/2 x 14-inch envelope with the application name of the plan showing. The landscape plans must include the following information:

1. Property lines
2. Lot dimensions
3. North arrow and engineering scale (use only 1"=20' or 1"=30'; scale must be the same as used on the site plan)
4. Proposed and existing building locations
5. All areas designated as undeveloped or for future development
6. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
7. All major manmade or natural features (gully, railroad tracks, etc.)
8. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.

9. Location of proposed landscape areas (include dimensions of all landscape areas)
10. Location of paved areas (include sidewalks and pedestrian pathways). Provide calculations of total square footage of paved area
11. Parking areas and parking stalls (include dimensions of stalls and drive aisles and calculations of total square footage of area)
12. Outside storage areas (include calculations of total square footage of area)
13. Existing and proposed fences (type and height)
14. Location and/or arrangement of proposed plantings
15. Existing natural vegetation to be incorporated into landscaping areas
16. All other landscaping information relating to applicable downtown design criteria
17. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.
18. Open space network, if applicable
19. Cross section of typical planting and berm areas
20. Sprinkler plan
21. Cross section of biofiltration areas/drainage swale if slopes contain landscape plantings
22. Planting schedule:
  - (a) Plant Type (both common name and botanical name)
  - (b) Amount / Number of Plants
  - (c) Caliper size of deciduous trees (as measured by nursery industry standard at six (6) inches above grade)
  - (d) Height of conifer trees and shrubs
  - (e) Spacing of proposed plantings
  - (f) Gallon sizes of shrubs and ground-cover

- I. Four (4) copies of architectural drawings illustrating all building elevations, and showing and specifying:
  1. The location and type of any existing or proposed lighting to be placed on the building. Include photometrics for the entire site.
  2. The materials and exterior finishes to be utilized for the building, windows, roofing, awnings, paving and trim (samples may also be required to be furnished upon Planning Services request)
  3. The architectural details and decorative trim
  4. The colors to be used for all exterior surfaces
  5. The existing and proposed landscaping, trellises and other landscaping features surrounding the structure
  6. All other detail information relating to applicable downtown design criteria
- J. One (1) copy of the development plan (Sections D, H and I above) at a reduced size of 8 1/2 x 11-inch sheets.

**All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted.**

**If a SEPA environmental checklist is submitted, both applications will be reviewed for completeness and a notice of completeness or incompleteness will be mailed to the applicant within 28 calendar days of receipt of the applications.**

**Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.**



# Downtown Design Review Guidelines Checklist

**Please print in black ink only.**

**Project:** \_\_\_\_\_ **Application #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **DDR -** \_\_\_\_\_

## Site Planning

- Response to Surrounding Context and Unique Site Features**
  - Transit oriented development
  - Historic Core District context
  - Exceptions
- Relationship to Street Front**
  - Pedestrian plan overlay
  - Class A street
  - Class B street
  - Pedestrian right-of-way
  - Setback exceptions on Class A and Class B streets
  - Streets within new developments
  - Entry locations
  - Sidewalk width
  - No large item display
  - Pedestrian-friendly uses
- Street Corners**
  - Visual quality of corner development
  - Setback corner building
  - Corner landscaping
  - Other options
  - Corners adjacent to gateways
- Site Design for Safety**
  - Vehicle/pedestrian coordination
  - Pedestrian safety
  - Eyes on the street
  - Lighting levels
  - Entry locations
  - Safe landscape designs
  - Quality of site furnishings

- Siting and Screening of Service and Parking Facilities**
  - Address incompatible uses
  - Parking lot facilities
- Residential Open Space**
  - Functional open space
  - Privacy
  - Lighting
  - Landscaping definition
  - \_\_\_\_\_
  - \_\_\_\_\_
- Pedestrian Access**
  - Access to the main building entry
  - Access to entries that do not face the street
  - Access among businesses in a complex
  - Access through parking lots
  - Walkways and landscaping
- Pedestrian Amenities**
  - Pedestrian weather protection
  - Retail oriented building facades
  - Pedestrian areas at building entries
  - Pedestrian activity areas and plazas
  - General pedestrian amenities
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## Landscape and Site Design

- Landscape Concept**
  - Landscape components
  - Landscape design objectives
- Parking Lot Landscaping**
  - Alternative plan
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## Building Design

- Building Concept**
  - Architectural elements
- Human Scale and Pedestrian Orientation**
  - Incorporate human scale building elements
- Architectural Scale**
  - Scale of large buildings
  - \_\_\_\_\_
- Building Details and Elements**
  - Appropriate building details
  - Historic Core District building details
  - Design elements for espresso stands and street vendors
  - \_\_\_\_\_
  - \_\_\_\_\_
- Materials and Colors**
  - Retain existing facades
  - Use compatible building materials
  - Appropriate materials to blend with significant buildings in the Historic Core District
- Blank Walls**
  - Design treatment of blank walls

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Estimated Value of Construction:* \_\_\_\_\_

*Administrative Committee*      *Planner* \_\_\_\_\_  
 *Planner Review*                      *Date* \_\_\_\_\_