



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
Permit Center (253) 856-5302 FAX: (253) 856-6412
KentWA.gov/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: _____

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ Contact Person: _____

Property Owner 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ Signature: _____

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

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

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: _____ Email: _____

City/State/Zip: _____ License No.: _____

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

INSTRUCTIONS

In the space provided, or on separate sheets, 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.

I. Site Design

A. Street Relationship

B. Pedestrian Environment

C. Siting and Screening of Service and Parking Facilities

D. Site Design for Safety

E. Residential Open Space

II. Building Design

A. Building Concept

B. Human Scale and Pedestrian Orientation

C. Architectural Scale

D. Building Details and Elements

E. Materials and Colors

F. Blank Walls



Downtown Design Review Submittal Requirements

- A. The completed original application making sure that all of the required signatures are obtained.
- B. Five (5) copies of answers addressing all applicable Downtown Design Guidelines criteria.
- C. One (1) copy of complete legal descriptions of all parcels involved with the project.
- D. Five (5) copies of 18" x 24" detailed site plans, drawn to decimal scale. All large maps must be folded to fit into an 8 1/2" x 14" 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, driveways 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 (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 within 150 feet of all portions of the exterior first floor of all structures.
 - 16. Location of parking and loading areas (include dimensions of stalls and drive aisles)
 - 17. Location and type of proposed exterior lighting to be placed on the site
 - 18. Location of paved areas, including sidewalks and pedestrian pathways
 - 19. Location of proposed landscape areas
 - 20. Location of outside storage areas (include dimensions and area)
 - 21. Trash dumpster location
 - 22. Label adjacent uses
 - 23. Location of water and sewer mains closest to the site and utility connections
 - 24. Existing and proposed fences (specify type of fence)
 - 25. Wetlands, lakes, ponds, streams, creeks, gully or natural drainage way, drainage ditches, etc.

26. Hazard area slopes and endangered wildlife habitat
 27. Contours if the parcel(s) or access road(s) contain slopes of greater than 10%
 28. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. (See Development Assistance Brochure #6-7, Sight Distance Requirements, for additional information)
 29. If applicable, proposed open space network
 30. If applicable, biofiltration areas
- E. Five (5) copies of ITE Land Use Code for each proposed use of property (see DEVELOPMENT ASSISTANCE BROCHURE #6-9, Trip Generation Guidelines, for a list of ITE Land Use Codes).
- F. Five (5) copies of required Code data:
1. Type of construction per IBC
 2. Sprinklered/non-sprinklered
 3. Occupancy classifications per IBC 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, residential, 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. For all undeveloped properties, one (1) copy of a tree retention plan to include the following:
1. Photographs of existing trees of the site
 2. The surveyed location of all significant trees (trees six inches or greater in caliper at three feet above grade) on the property and immediately adjacent to the property.
 3. The common name of each tree shown on the plan; i.e. fir, maple, alder, cottonwood, etc.
 4. Specify all trees that will remain on the parcel through grading, clearing and project completion.
 5. Stamp, date, and signature of professional land surveyor licensed by the State of Washington preparing the plan.
 6. The name, address and telephone number of the person preparing the tree plan (if different than the professional land surveyor)
 7. Detailed calculations demonstrating that within the site interior a minimum 15 percent of the diameter inches of all significant trees will be retained taking into account that alder and cottonwood trees shall be discounted by 50 percent. This discount shall be applied when calculating both existing tree diameter on the site, and the diameter of preserved trees.
- H. Four (4) 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, driveways 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, 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.
18. Open space network, if applicable
19. Cross section of typical planting and berm areas
20. Cross section of biofiltration areas/drainage swale if slopes contain landscape

plantings.

21. Planting schedule:

- (a) Plant Type (both common name and botanical name)
 - (b) 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. Five (5) copies of architectural drawings illustrating all building elevations, showing the following:
1. The location and type of any existing or proposed lighting to be placed on the building.
 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.
- 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.

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 Design

- Street Relationship**
 - Pedestrian plan overlay
 - Setback exception on Class A and Class B streets
 - Sidewalk and streetscape features
 - Prominent building entrances
 - Street corners
 - Pedestrian-friendly uses
- Pedestrian Environment**
 - Pedestrian weather protection
 - Pedestrian-friendly building facades
 - Pedestrian areas at building entries
 - Access to the main building entry
 - Pedestrian activity areas
 - Landscape components
 - General pedestrian amenities
- Sitting and Screening of Service and Parking Facilities**
 - Incompatible activities
 - Parking lot facilities
 - Parking lot landscaping
- Site Design for Safety**
 - Pedestrian safety
 - Eyes on the street
 - Lighting
 - Safe landscape designs
 - Quality of site furnishings and features
- Residential Open Space**
 - Functional open space

Building Design

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

Comments: _____

Estimated Value of Construction: _____

Administrative Committee *Planner* _____
 Planner Review *Date* _____