



DESIGN REVIEW

Page 1 of 6

Staff Use Only

Label

Date Stamp/Staff Initials

1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

Property Information Sheet

Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*

One 11" x 17" site plan. If submitting full-size plans, include four (4) full size, folded copies along with one (1) reduced 11" x 17" copy.– See Site Plan Submittal Requirements on page 4

Project Narrative- The narrative should include what is existing and proposed on the subject parcel. Be specific regarding parcel size, existing use, proposed use and activities to occur on-site.

Environmental Checklist (SEPA), if applicable

Critical Area Determination, if applicable

UGA Design Review Questionnaire – Use the supplemental questionnaire for the applicable UGA.

Parking Plan

Landscape Plan – see page 5

Building Design Elements – see page 5

Sign Elements – see page 6

Section Profiles - see page 6

Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others. All special reports must be submitted as original paper documents **and** electronic PDF files.

2. Project Description (Attach separate sheet if necessary):

3. Project Type: ☐ Commercial Development ☐ Industrial Development ☐ Change of Land Use

☐ Addition or Expansion (valuation _____) ☐ Alteration (valuation _____)

☐ Multifamily, Condominiums or Townhouse Development Number of units: _____

☐ High Density single family housing (six units per acre or higher within Olympia UGA)

☐ Master Plan Development

☐ Minor Project Review (Olympia UGA)

☐ Other:



DESIGN REVIEW

Page 2 of 6

4. Project Information: Provide as much detail as possible. Attach a separate sheet if necessary.

Property Zoning: _____

Zoning Jurisdiction:

☐ Rural County ☐ Lacey UGA ☐ Olympia UGA ☐ Tumwater UGA ☐ Grand Mound UGA

a. Total square footage/acreage of the site: _____

b. Gross square footage of existing non-residential buildings: _____

c. Gross square footage of proposed non-residential buildings: _____

d. Square footage of existing impervious area: _____

e. Square footage of proposed impervious area: _____

(Impervious area means pavement, compacted gravel, asphalt, concrete, roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.)

f. Height of existing buildings: _____

g. Height of proposed buildings: _____

h. Does the project involve an historic building which is listed on a national, state and/or local register or on the Thurston County Historic Register? ☐ Yes ☐ No

For Commercial Projects Only:

i. Number of employees:

j. Hours of operation:

k. Days of operation:

l. Are customers expected to visit the site? ☐ Yes ☐ No

m. What is the average number of vehicles visiting the site? per day _____ per week _____

n. Are delivery vehicles expected to visit the site? ☐ No ☐ Yes

If yes, what is the average number of deliveries per day _____ per week _____

Describe the type of delivery vehicles:

o. Are parking spaces being provided? ☐ No ☐ Yes If yes, how many _____



DESIGN REVIEW

Page 3 of 6

- p. Will this proposal generate noise? ☐ No ☐ Yes. If yes, describe the noise that will be generated
- q. Will there be any outside storage of materials or equipment? ☐ No ☐ Yes. If yes, describe in detail what will be stored outside.
- r. Will there be hazardous materials associated with the use? ☐ No ☐ Yes If yes, describe in detail what hazardous materials will be used.
- s. Is a sign proposed? ☐ No ☐ Yes If yes, how many? _____
What is the square footage and proposed lighting of each sign?

DESIGN REVIEW

Page 4 of 6

4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale.
- Example scales include 1" = 30' or 1" = 100'
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	Staff
	a. Vicinity Map at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways	
	b. North arrow, site address, tax parcel number and map scale used	
	c. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	
	d. All existing and proposed structures. Include setback distances from property lines or road easements.	
	e. The location and size of all existing and proposed parking and outside storage areas	
	f. All surface stormwater facilities	
	g. Parking lot layout, driveways, street access, types and number of parking spaces with dimensions. Include type of surfacing material such as asphalt, exposed aggregate or pavers. Include parking lot lighting location and catalog detail of the lights to be used.	
	h. The location of all loading spaces, including but not limited to, loading platforms and loading docks.	
	i. Proposed location of transformers, heat pumps and HVACs.	
	j. Dumpster enclosure design, location and location of gates.	
	k. Location, dimensions and nature of proposed easements (access/utility) or dedications.	
	l. Location of all existing and proposed utilities including wells, septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	m. All means, existing and proposed, vehicular and pedestrian ingress and egress to and from the site, including driveways, streets, fire access roads, including existing and proposed road names and existing county and state right of way.	
	n. Sidewalks, pedestrian walkways, bicycle racks and bike paths	
	o. Pedestrian amenities such as benches, fountains and picnic areas.	
	p. Landscape areas including general location of trees	
	q. Location, dimensions and description of common open space and recreation areas including any proposed equipment or swimming pools	
	r. Mail kiosks.	
	s. Scenic vistas, if any, including direction of view.	

DESIGN REVIEW

Page 5 of 6

	t. The location of any existing critical areas or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, steep slopes, high groundwater and special habitats.	
	u. Topographic information for the entire property based on available County two (2) foot contour maps. This information may be provided on a separate map. Include existing and finished grades.	
	v. Existing and proposed transit shelter locations and bus stops	
	w. The license stamp and signature of the architect on each page	

Landscape Plan

	Submit four (4) full-size and one (1) 11" x 17" copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.	
	a. Location of all proposed plant materials.	
	b. Any phased landscape proposal.	
	c. Common and botanical names of plants and the size at the time of planting.	
	d. Size of tree canopy at maturity.	
	e. Required and proposed tree unit count on the face of the landscape plan.	
	f. Existing trees/vegetation to be retained removed.	
	g. Location of tree protection fencing for those trees being retained.	
	h. Proposed and existing fence locations and type of fencing materials and colors.	
	i. Existing and proposed walls and type and color of materials to be used.	
	j. Landscape materials used in surface stormwater facilities.	
	k. A north arrow, map scale, datum, date, site address and directions to the site.	
	l. The license stamp and signature of the architect on each page.	

Building Design Elements

	Submit four (4) full-size and one (1) 11" x 17" copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.	
	a. Dimensioned elevations of all sides of proposed building(s) and related elevations of existing building(s), if any.	
	b. Main or primary entries and secondary or employee entries.	
	c. Location and type of exterior building materials.	
	d. Window details including materials and colors.	

DESIGN REVIEW

Page 6 of 6

	e. Door details including materials and colors.	
	f. Roofing details including materials and colors.	
	g. The heights of the proposed and existing buildings measured from the ground level to the roof ridge.	
	h. Exterior lighting program – Location and catalog picture of light fixture(s).	
	i. Area(s) on building where signs will be installed.	
	j. How buildings relate to adjacent off-site structures.	
	k. The license stamp and signature of the architect on each page.	
	l. Colorboard including building wall, accent and trim colors and materials, glazing tint, roofing colors and materials.	
Sign Elements		
	Submit one (1) 11" x 17" copy of the following using a standard interval of an engineer scale.	
	a. Location, height and size of all existing signs to remain and to be removed.	
	b. Location, height and size of proposed freestanding signs.	
	c. Location, height and size of proposed building mounting signs.	
	d. Drawings or photographs showing the design of all existing and proposed signs, including colors, materials, lettering styles and logos.	
Section Profiles		
	Submit two (2) section profiles using a standard interval of an engineer scale	
	a. Scale	
	b. Building(s) details.	
	c. Landscaping against the buildings when installed.	
	d. Lighting fixtures and standards.	
	e. Signs.	
	f. The license stamp and signature of the architect on each page.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.