# City of Sumner Design Review Application

**(Please fill out ALL fields unless otherwise noted)**

**Community Development**
**1104 Maple Street, Suite 250**
**Sumner, WA 98390**
**Tel. (253)299-5530 Fax: (253)299-5539**
**www.ci.sumner.wa.us**

## File Number: _____

| | | | | |
|---|---|---|---|---|
| Site/Project Address (if available): | | Parcel #: | | |
| Owner: | Phone: | Email: | | |
| Owner Address: | | City: | State: | Zip: |
| Surveyor/Engineer/Contractor: | | Phone: | Contractor License Number: | |
| Address: | Email: | City: | State: | Zip: |
| Contact Person: | Phone: | Fax: | | |
| Contact Address: | Email: | City: | State: | Zip: |

***Description of Project:***

## *Supporting Materials Required:*

**Office Applicant - (please check off all "applicant" boxes)**

| | | |
|---|---|---|
| ☐ | **This** Application Form and Checklist | |
| ☐ | All Architectural Elevations in Color Including a Plan View<br>(Note for applicant – Elevations can be on a single sheet) | **10 - 11"x 17"**<br>**1 - 24"x 36"** |
| ☐ | Landscape Plan in Color<br>(Note for applicant – Landscape plans must be prepared per SMC Chapter 18.41) | **10 - 11"x 17"**<br>**1 - 24"x 36"** |
| ☐ | Site Plan **(To scale including ALL items below)**<br>**(Prepared, stamped, and dated by a licensed surveyor)** | **10 - 11"x 17"**<br>**1 - 24"x 36"** |

Vicinity map
Zoning of the site
Property line dimensions and square footage
Proposed building locations; setbacks from property lines and distance between structures
Proposed trash/recycling location indicating screening
Outside Storage areas indicated (if any)
All major man-made features; drainage ditches, railroad tracks, stormwater facilities, etc.
Environmental constraints identified and delineated (if any) such as wetlands, rivers, streams, slopes
Location of all signage to be proposed including materials proposed, lighting, size, per SMC18.44
Paved areas including parking, maneuvering areas, loading areas, handicapped stalls, walkways, etc
Calculations of total landscape area, vehicular use area, and building area

**Materials to bring to the Design Review Meeting (Consult with Planning Staff):**

**Architectural elevations and Landscape Plan in color** **1 each - 24"x 36" Foam board mounted OR PDF on CD**

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.**

****BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)**

_____ _____ **DATE: _____/_____/_____**

**SIGNATURE OF OWNER / AUTHORIZED AGENT** **PRINTED NAME**