



**DESIGN REVIEW APPLICATION FORM**

COMMUNITY DEVELOPMENT DEPARTMENT  
1309 MYRTLE AVE, ENUMCLAW, WA 98022  
360 825-3593 – FAX 360 825-7232  
[PERMITS@CI.ENUMCLAW.WA.US](mailto:PERMITS@CI.ENUMCLAW.WA.US)

Application #: \_\_\_\_\_

**What is Design Review?**

Design Review is a process through which proposed building elevations, site plans, landscaping plans and signs are reviewed by Community Development staff, then reviewed and approved by the Design Review Board. Design Review is often required in conjunction with multi-family residential and commercial building permit applications, and may be required in conjunction with conditional use permits, variances, preliminary plats and rezones (see EMC 19.12.020).

**Is Design Review required for this project?**

If your project falls under one of the three categories listed below, Design Review is not required!

- \_\_\_\_ 1) Construction or modification of a single-family residence or duplex
- \_\_\_\_ 2) Structural modification which will not be visible from outside the structure
- \_\_\_\_ 3) Modification of a structure in which the modification:
  - a. Constitutes less than 10% of the existing horizontal square footage of the use or structure, and
  - b. Constitutes less than 10% of the existing building’s exterior facade, and
  - c. Is estimated to cost under \$5,000.

Otherwise, Design Review is required and you will need to:

- 1. Review and (if so desired) sign the Waiver form at the bottom of this page, and
- 2. Fill in/attach all information requested on the following page. (If any plans are larger than 11”x 17” you will need to provide 8 copies.)

**The Design Review Process:**

This application will be reviewed by Community Development Staff before being presented to the Design Review Board (DRB). Applications will be evaluated for compliance with the City’s Design Regulations (EMC 19.12), Sign Regulations (EMC 19.10), Landscape Regulations (EMC 19.08) and Off-Street Parking Regulations (EMC 19.14). The Design Review Board will either approve the proposal as submitted, approve the proposal with conditions, or not approve the proposal (therefore requiring the applicant to redesign the project and resubmit it to the Board in order to address the DRB’s concerns).

The Design Review Board meets at 6:00 PM on the 1st and 3rd Thursdays of each month. Completed applications must be submitted to the Community Development Department at least two weeks in advance in advance of a Design Review Board meeting in order to be placed on that meeting’s agenda.

**For copies of the appropriate regulations or for more information please call (360) 825-3593**

***Please read before signing***

I hereby certify that I have read and examined this application and know the same to be true and correct. It is the responsibility of the permittee or the person doing the work to notify the Building Division for inspections at least twenty-four (24) hours in advance, and insure that the required inspections are made. ***IBC 105.5 Expiration: Every permit issued shall become invalid unless the work on site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.*** This permit may be revoked if the work is not in conformance with all laws, rules and regulations of the City of Enumclaw. The duty to insure code conformance rests with the builder, developer, or the homeowner, not the City of Enumclaw. The approval of the construction plans and inspections does not guarantee that all the provisions of the applicable codes have been met. All documents submitted to the City become public record and are available for public inspection and copying. I herein agree to reimburse the City for the cost of professional engineers and other consultants hired by the City to review and inspect this proposal and any other related permits. *I represent the owner or contractor as signified above and am acting with the owner's/contractor's full knowledge or consent.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**1. Applicant Information**

Project Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Representative, if different: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Please attach all of the following materials:**

Staff Use Only

- 1) a) A filing fee for project review = \$500  
 b) Modifications or additions to existing multi-family, commercial, industrial, office, and public properties = \$130
- 2) A full or partial colored rendering of the project
- 3) A dimensioned site plan showing existing and proposed:
  - lot lines
  - building footprints
  - easements
  - vehicular and pedestrian access and circulation
  - parking provisions and loading spaces (if required)
  - trash receptacle enclosures and utility boxes
  - fences and walls
  - other structures or site features
 (Note: if more than one application form requires a site plan, submit one site plan that contains all the required features.)
- 4) Architectural building elevations, to scale.
- 5) A landscape plan drawn to scale by a licensed architect or landscape architect showing:
  - existing vegetation, including trees, with notes as to whether they will be retained
  - the amount, type and location of all new planted materials, including common and botanical names
  - provisions for irrigation (if any)
- 6) A sign plan - see Sign Permit handout for requirements (may be filed separately)
- 7) Color and material samples - PDF documents emailed to [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us)
