



**CITY OF ENUMCLAW**

Community Development Department  
1309 Myrtle Avenue  
Enumclaw, WA 98022  
T: 360.825.3593  
[Permits@ci.enumclaw.wa.us](mailto:Permits@ci.enumclaw.wa.us)  
<http://www.cityofenumclaw.net>

<b>DATE RECEIVED</b>
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## DESIGN REVIEW APPLICATION

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**APPLICANT:**  Use mailing address for notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

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### PROPERTY INFORMATION (REQUIRED)

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SITE ADDRESS: \_\_\_\_\_ ASSESSOR'S PARCEL NUMBER \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SUBMITTAL CHECKLIST (required)

**Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.**

- Provide documents, photos, renderings, and plans in **PDF format**.  
Submit to [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us)  
\*For files over 25 MB, please request a Sharefile link from permit staff.  
\*\*All information must be accurate and current

### APPLICATION FEES - Make checks payable to the City of Enumclaw

- Project review – new building/structure > 500 square feet: \$500  
Project review – new building/structure < 500 square feet: \$250  
Minor modifications or additions to existing multi-family, commercial, industrial, office, and public properties = \$130

Current fee schedule can be found here: <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>

**APPLICATION MATERIALS** – Refer to Enumclaw Municipal Code (EMC) Chapter 19.12 and supplemental Design Manual available on City's Planning Department webpage: <https://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>

- Brief, detailed narrative outlining project scope and responses to applicable design criteria in EMC 19.12.
- Full or partial color rendering of proposal (*not required for projects in Light Industrial (LI) zoning district*).
- Full or partial color rendering or photo image of existing conditions.
- Color rendering of building elevations with architectural and design features ( e.g., trim, material descriptions) – *not required for projects in Light Industrial (LI) zoning district*
- A dimensioned site plan (as applicable) showing existing conditions and proposed changes:  
Refer to Commercial Site Plan Example available on City's Building Department webpage <https://www.cityofenumclaw.net/187/Building-Permit-Application-Forms> for minimum information required that includes:
- Property lines and dimensions
  - Building footprint(s) – existing and proposed
  - Easements
  - Vehicular access points, driveways, and circulation
  - Parking stalls and loading spaces (if required)
  - Trash/recycling receptacle enclosures and utility boxes
  - Fences and walls (existing and proposed)
  - Other structures or site features (ex: sidewalks, ponds)
  - Site, landscaping, building lighting (*building lighting not required for projects in LI zoning district*)
- Building elevation drawings with dimensions and proposed lighting (or lighting plan).  
(*not required for buildings in Light Industrial (LI) zoning district*).
- Landscape plan (as applicable) drawn to scale by a licensed architect or landscape architect showing at minimum:
- Existing vegetation and/or landscaping

- Existing trees - identify trees to be retained and/or removed
- Proposed landscaping and planting plan
- Irrigation plan - provide irrigation plan if irrigation proposed. If irrigation is not proposed, a note to this effect must be added to site plan with monitoring and maintenance schedule to ensure plant survival (requires Director's approval).



## What is Design Review?

Design Review is a process in which proposed buildings, site plans, and landscaping plans are reviewed by Community Development staff, and then reviewed for conformance to code standards by the Design Review Board. Design Review is typically required for new commercial building applications, and major exterior modifications to existing buildings/sites in commercial, public, general office, general office-hospital, and light industrial zoning districts.

### Is Design Review required for this project?

**Exemptions** - If the proposal falls under one of the categories listed below, Design Review is not required (see Enumclaw Municipal Code 19.12.020).

- A. Development permits not immediately associated with any physical improvements, such as short plats or rezones unaccompanied by any building permit application;
- B. Single-family residences and accessory uses constructed in accordance with an approved planned unit development (PUD);
- C. Construction activities which do not require a building permit (example: the repainting of buildings), sign permit (example: change in copy of existing signs), or any other permit from the building official;
- D. Modifications to existing structures which will not be visible from outside the structure;
- E. Additions or remodels to existing single-family residential units;
- F. Modifications or additions to existing multifamily, commercial, industrial, office, and public properties when the modification or addition:
  1. Constitutes less than 10 percent of the existing horizontal square footage of the use or structure, and
  2. Constitutes less than 10 percent of the existing building's exterior facade, and
  3. Is estimated to cost under \$5,000;
- G. New signs under 10 square feet in size, for which the administrator deems design review unnecessary;
- H. Signs to which Chapter [19.10](#) EMC does not apply, per EMC [19.10.040](#);
- I. Multifamily residences and accessory uses. Both new construction and modifications/additions of multifamily developments are subject to Chapter [19.40](#) EMC;
- J. Mixed use developments. Both new construction and modifications/additions of mixed use developments are subject to Chapter [19.38](#) EMC;
- K. "Designated manufactured homes" (as defined in Chapter [15.04](#) EMC) and any other structures in approved mobile home parks.

### Design Review Board Meetings

Design Review Board meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 6:00 p.m. Complete applications must be submitted to the Community Development Department at least two weeks prior to a Design Review Board meeting date to be placed on that meeting's agenda.

For additional information, call 360-825-3593 or email: [Permits@ci.enumclaw.wa.us](mailto:Permits@ci.enumclaw.wa.us)