



CITY OF ENUMCLAW

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

DATE RECEIVED

MIXED USE DEVELOPMENT REVIEW

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

PROJECT INFORMATION

BRIEF DESCRIPTION OF PROJECT: _____

PROJECT SITE:

SITE ADDRESS: _____ **ASSESSOR'S PARCEL # :** _____
AREA: _____ **SF** _____ **ACRES**

PROPOSED BUILDING/USES

	RESIDENTIAL UNITS	RESIDENTIAL AREA	COMMERCIAL USES	COMMERCIAL AREA	TOTAL AREA
FLOOR 1	UNITS	SF		SF	SF
FLOOR 2	UNITS	SF		SF	SF
FLOOR 3	UNITS	SF		SF	SF
FLOOR 4	UNITS	SF		SF	SF
FLOOR 5	UNITS	SF		SF	SF
Total	UNITS	SF		SF	SF

BUILDING HEIGHT: _____ **FEET**

See EMC 18.06.070 for height calculation.

PROPOSED PARKING STALLS

RESIDENTIAL PARKING STALLS: _____ **COMMERCIAL PARKING STALLS** _____

Approval Process (EMC 19.38.040(C))

The Design Review Board shall convene during a scheduled meeting to review the project with the applicant, his/her representative, and community development department staff. The design review board meeting shall consist of a presentation of the project that focuses on how the proposed design meets the criteria of the Enumclaw Municipal Code. The board shall review the proposed project and shall make a determination whether to grant approval, approval with conditions, or denial.

The proponent may request additional meetings with staff and/or the board, for instance, in circumstances where a design has not been favorably received, and the applicant has subsequently made extensive revision and desires reconsideration of their request. Should the proposed project be found to have one or more code references that have not been successfully addressed, the board or staff will work with the applicant to remedy, if possible, the identified circumstance.

Any decision of the board may be appealed in writing within 15 days to the administrator of the development code. The administrator may make a decision or, if so determined, forward the issue to the city's planning commission.

MIXED USE DEVELOPMENT REVIEW APPLICATION AUTHORIZATION

(A copy of this letter must be submitted for each property owner involved)

I, _____ attest under the laws of the State of Washington as follows;

- 1. I am the owner of the property that is the subject of the application.
- 2. I have not appointed anyone, *or*
- 3. I have appointed _____ to act as my agent regarding this application.
- 4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
- 5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
- 6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

SIGNATURE

PRINTED NAME DATE

ADDRESS

MIXED USE DEVELOPMENT REVIEW CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications
(administrative decisions
made by the city which are
not subject to environmental
review under the State
Environmental Policy Act
[SEPA]):**

- Administrative Use Permit
- Boundary Line
Adjustment/Lot Line
Elimination
- Building Permit
- Floodplain
Development Permit
- Land Disturbing Activity
Permit

**Type II Applications
(administrative
decisions made by the
city which include
threshold
determinations under
SEPA):**

- Administrative
Use Permit
- Building Permit-
SEPA Non-exempt
- Critical Area Permit
- Floodplain
Development
Permit
- Land Disturbing
Activity Permit

**Type III Applications (quasi-
judicial final decisions
made by the hearing
examiner following a
recommendation by staff:**

- Conditional Use Permit
- Variance

**Type IV Applications (quasi-
judicial decisions made by
the city council following a
recommendation by the
hearing examiner):**

- Rezone (site-specific)

OTHERS - as may apply:

- SHORELINE EXEMPT
- SEPA
- _____



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
*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

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 19.38

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **LETTER OF AUTHORIZATION.** Provide letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM.** Identify applications that are being submitted concurrent with the conditional use application, including SEPA environmental checklist if required.
- D. **PROJECT NARRATIVE.** Detailed narrative outlining project scope and a code compliance matrix with responses to applicable design criteria in EMC 19.38.
- E. **PRELIMINARY ARCHITECTURAL RENDERINGS.** elevations required with details of architectural features, but not construction documents.
- F. **DESIGN ELEMENTS.** The materials and colors of exterior siding, windows, trim, detailing, and roofing to be used;
- G. **SIGN.** All signage for the project, including scaled drawings, mounting details, color, and material samples
- H. **SITE PLAN.** 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*)



- I. **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).