



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895  
Permit Center (253) 856-5302 FAX: (253) 856-6412  
KentWA.gov/permitcenter

**Planning Services**

# Mixed Use Design Review Application

Application Fee...See Fee Schedule

**Please print in black ink only.**

Application #: \_\_\_\_\_ KIVA #: \_\_\_\_\_  
OFFICE USE ONLY OFFICE USE ONLY

Application Name: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Address/Location: \_\_\_\_\_ Zone: \_\_\_\_\_

King County Parcel Number (s): \_\_\_\_\_ Acres: \_\_\_\_\_ 1/4

Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E

**Applicant:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Professional License No: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Property Owner 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**Property Owner 2:** (if more than two property owners, attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

**Agent/ Consultant/ Attorney:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

.....  
**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Completeness Review by: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Number of Residential Units Proposed: \_\_\_\_\_

## CRITERIA FOR MIXED USE DEVELOPMENT

These criteria apply to both mixed use buildings and mixed use developments. **Mixed use buildings** refers to commercial and residential uses being in the same building, with commercial uses typically being on the ground floor. **Mixed use developments** refers to two or more buildings on the same site, with the buildings having different uses. The criteria below can apply to either or, or to both types of development, as indicated for each question. If a question does not apply to your development, please indicate with NA.

All criteria must be clearly evident on the accompanying site plan and elevation drawings. Please address each criteria concisely. Applications with incomplete explanations will not be accepted.

### I. Site Design

- a. For **mixed use buildings**, parking lots, if used, should be divided into small increments, separated by landscaping, so that parking does not dominate the site.

Explanation:

- b. For **mixed use developments**, if the residential component is located away from the main street, a landscaped pedestrian path should be provided between the entrance and the public sidewalk.

Explanation:

- c. Surface parking areas should be generously landscaped to serve as an amenity.  
Explanation:
- d. For **mixed use developments**, although the commercial and residential components may have different architectural expressions, they should exhibit a number of elements that produce the effect of an integrated development.  
Explanation:
- e. Lighting fixtures should be shielded, directing light downward. Lighting fixtures should not exceed the height of the first floor.  
Explanation:
- f. Provide common recreation space such as roof-top open space, terraces, indoor recreation space, courtyards.

## II. Building Design

- a. The residential portion of the building or development should incorporate residential details, such as window trim, trellises, balconies, or bay windows.  
Explanation:

- b. The residential component of the building or development should have an obvious, generous entrance, with features suggesting a “front door”, such as a lobby, trellis, archway, gate, or courtyard.  
Explanation:

- c. For **mixed use buildings**, ground floor commercial space should be articulated by use of different materials, canopies, generous windows, with low sill heights, "store" doors, and planters.  
Explanation:

- d. For mixed use **buildings**, residential floors should be expressed in an obvious manner, through the use of stepbacks, different materials or colors, and overhangs.  
Explanation:

- e. For mixed use **buildings**, commercial signs should be contained within the first floor commercial base and not extend up into the residential floor facades.  
Explanation:

# Mixed Use Design Review Application Submittal Requirements Checklist

## THE APPLICANT SHALL PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A MIXED USE DESIGN REVIEW APPLICATION:

- A. Fill out the application form, making sure the proper signatures are obtained.
- B. Answer all questions clearly and provide all information requested on the application form.
- C. Submit the completed form and supporting information described in the following section to the Permit Center.
- D. Provide five (5) copies of the site plan which include the following information. All maps should be folded to fit into an 8½"x14" envelope. Please fold with name of project on the outside:
  - \* vicinity map
  - \* scale and north arrow (use only the following scales: 1"=20' or 1"=30')
  - \* property lines
  - \* lot dimensions
  - \* all existing and proposed public/private roads, driveway accesses and road easements
  - \* all other easements (utility, etc.)
  - \* uses of abutting properties (single-family residential, commercial, undeveloped, etc.)
  - \* all significant man-made or natural features (ponds, streams, trees, railroad tracks, etc.)
  - \* existing and proposed topography at contour intervals not less than five (5) feet in areas having slopes exceeding eight (8) percent and not less than two (2) feet in areas having slopes less than eight (8) percent
  - \* proposed building locations

- \* building dimensions
- \* setback dimensions
- \* building height and number of stories
- \* occupancy divisions by use (office, recreation facility, laundry room, etc.)
- \* parking areas and parking stalls
- \* vehicle loading and unloading areas
- \* existing and proposed sidewalks and/or walkways
- \* existing and proposed fences
- \* proposed landscape areas
- \* proposed open space network
- \* biofiltration areas
- \* areas of future development
- \* required code data:
  - 1. zoning district
  - 2. total lot area (square feet)
  - 3. total number of residential units
  - 4. total building area
  - 5. percent of site coverage
  - 6. total number of parking stalls (including handicapped)
  - 7. percent of lot in open space

- E. Provide five (5) copies of the landscape plan which include the following information:
  - \* vicinity map
  - \* scale and north arrow (use only the following scales: 1"=20' or 1"=30' - must be the same scale as site plan)
  - \* property lines
  - \* lot dimensions
  - \* all existing and proposed public/private roads, driveway accesses and road easements
  - \* all other easements (utility, etc.)
  - \* uses of abutting properties (single-family residential, commercial, undeveloped, etc.)
  - \* all significant man-made or natural features (ponds, streams, trees, railroad tracks, etc.)
  - \* significant landscape features on subject property and abutting

properties (stands of trees, ponds, streams, etc.)

- \* existing and proposed topography at contour intervals not less than five (5) feet in areas having slopes exceeding eight (8) percent and not less than two (2) feet in areas having slopes less than eight (8) percent
- \* proposed building locations
- \* building height and number of stories
- \* occupancy divisions by use (office, recreation facility, laundry room, etc.)
- \* parking areas
- \* vehicle loading and unloading areas
- \* existing and proposed sidewalks and/or walkways
- \* existing and proposed fences
- \* areas of future development
- \* location and/or arrangement of proposed plantings
- \* planting schedule:
  1. type (common name/botanical name)
  2. caliper size
  3. height
  4. spacing of proposed plantings
- \* existing natural vegetation to be incorporated into formal planting areas
- \* proposed open space network
- \* biofiltration areas
- \* sprinkler plan

F. Provide five (5) copies of drawings drawn to an architectural scale, showing the building elevations.

G. Provide five (5) copies of drawings drawn to an architectural scale showing the building elevations in conjunction with proposed surrounding landscaping and any existing landscaping which will be retained.

**All above items and any other materials which may be required by Planning Services must be submitted at the time of application in order for the application to be accepted.**



## Planning Services

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# Mixed Use Design Review Instructions

## I. Application Forms

- A. Fill out original application form, making sure the proper signatures are obtained.
- B. Return the completed form and all supporting information required on the checklist to the Permit Center.

## II. Review

Planning Services will review the completed application and set up a meeting to discuss compliance with the mixed use design review criteria. After that meeting, the mixed use design review process may proceed to the Development Plan Review meeting and permit review.

The Planning Manager or his/her designee will approve/condition or deny the mixed use design review application in conjunction with action on the Building Permit.

## III. Appeals

The action of the Planning Manager or his/her designee shall be final and conclusive unless within (14) days from the date of action the original applicant or an adverse party makes application to the Hearing Examiner. Appeals to the Hearing Examiner shall be set forth in Kent City Code Chapter 12.01.

***Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service, call 1-800-833-6388 or the City of Kent at (253) 856-5725.***