

**Planning Services** 

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

## **Mixed Use Design Review Application**

## Please print in black ink only.

Application Fee...See Fee Schedule

Application #:_		KIVA #:			
	OFFICE USE ONLY		OFFICE USE ONL	Y	
Application Na	me:				
Proposed Use:					
Address/Location: Zone:					
King County Pa	arcel Number (s):		Acres:	1/4	
		Township	N Range	E	
Applicant: (man	datory)				
Name:		D	Daytime Phone:		
Mailing Address	:		Email:		
City/State/Zip:_		Signature:			
Professional Lic	ense No:	Contact Pers	son:		
<b>Property Owne</b>	r 1: (mandatory if differe	nt from applicant)			
Name:		D	aytime Phone:		
Mailing Address	:		Email:	_	
City/State/Zip:_		Signature:			
<b>Property Owne</b>	r 2: (if more than two pro	operty owners, attach addition	al info/signature sheets)		
Name:		Daytime Phone:			
Mailing Address	:	E	 Email:		
City/State/Zip:_		Signature:			
edge and under p	enalty of perjury, each st	that the above information is ate that we are all of the legal agent with respect to this app	owners of the property des		
Agent/ Consult	ant/ Attorney: (manda	atory if primary contact is di	fferent from applicant)		
Name:		D	aytime Phone:		
Mailing Address	:		Email:		
City/State/Zip:_		License No.:_			
OFFICE USE O		• • • • • • • • •	• • • • • • • •	• • • • • •	
Date Application I	Received:	Received by:			
Date Application (	Complete:	Completeness Re	view by:		

GH1-1 psd4082\_07\_17 p. 1 of 5

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.

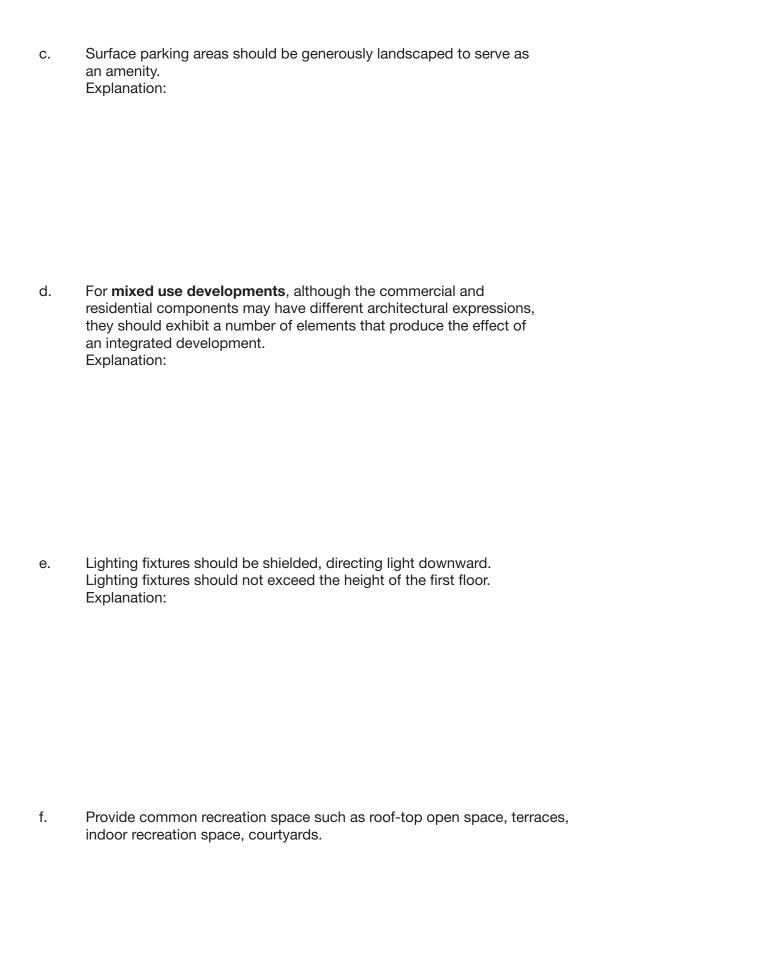
All criteria must be clearly evident on the accompanying site plan and elevation drawings. Please address each criteria concisely. Applications with incomplete explanations will not be accepted.

## 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:

NH1-1 psd4082 07\_17 p. 2 of 5

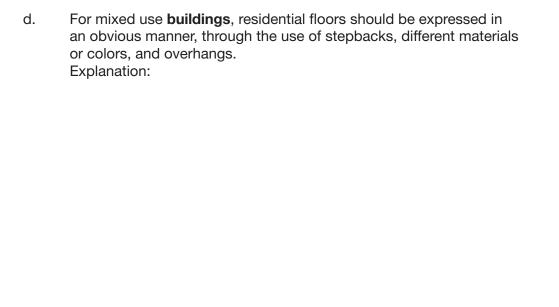


NH1-1 psd4082 07\_17 p. 3 of 5



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:

NH1-1 psd4082 07\_17 p. 4 of 5



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:

NH1-1 psd4082 07\_17 p. 5 of 5

## 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 (singlefamily 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 (singlefamily 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

GR1-2 psd4082 07\_17 p. 1 of 3

- 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.

GR1-2 psd4082 07\_17 p. 2 of 3



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# Mixed Use Design Review Instructions

## I. Application Forms

- 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.

CN1-1 psd4082 07\_17 p. 3 of 3