



DESIGN STANDARD CHECKLIST

Administrative Design Review/
Pre-Development Conference/
Pre-Filing Meeting

NON-COMMUNITY PLAN AREA RURAL DESIGN STANDARDS

APPLICABILITY

This form shall be submitted with the following applications:

- Pre-Development Conference (input on project not requiring a use permit or plat approval);
- Pre-Filing Meeting (input on project requiring a use permit or plat approval); and
- Administrative Design Review (project review for compliance with design standards).

DESIGN REVIEW PROCESS - Community Plan Areas

If your site is within a community plan area, the following process applies:

When projects fully comply with all the design standards in the design categories that apply to a certain regulated activity, the applicant need only apply for Administrative Design Review (ADR).

When a project fully complies with **all** the standards applicable to the regulated activity, compliance with design guidelines is voluntary. If an applicant proposes to utilize design guidelines or other design ideas to meet a design objective in the same or better way than through full compliance with a design standard(s), the project will be subject to the Site Plan Review (SPR) process. The Site Plan Review process will require you to fill out the **Design Guideline Form**.

Projects in community plan areas are also required to complete the design standard checklist for that community plan area. The tree conservation plan required per Chapter 18H.40 is also required to be submitted with the permits for the regulated activity. Refer to the Pierce County Tree Conservation Handout for more information.

INSTRUCTIONS

Please refer to the Pierce County Development Regulations-Zoning (Title 18A) and Pierce County Design Standards and Guidelines (Title 18J) for direction in completing this form and designing your project.

Please address all the applicable design elements of the Pierce County Design Standards and Guidelines (18J.15.030). There are four types of regulated activities.

Regulated Activities
1. Commercial/Industrial Activities -(includes Binding Site Plan, Commercial Building Permit (including multi-family), and Use Permits.
2. Preliminary Plat
3. Short Plat
4. Site Development

The following table identifies which design standards you must address in your design, depending upon the type of regulated activity you are proposing. **Using the "comments" space at the end of this table, provide brief clarifications and/or explanations as to how the design complies with the design standards and/or why it is not applicable.** If you need additional space, please use the provided space at the end of this form and/or attach additional sheets.

Reviewing Department Codes: E – Development Engineering; P – Planning; and C – Development Engineering and Planning

If your proposal does not fully comply with one or more of the following design standards, you will need to submit a **Design Guideline Form** with your Pre-Filing or Pre-Development Conference application and/or Site Plan Review application.

REVIEW TYPE		Regulated Activities				Complies with Design Standard (Y/N)	Reviewing Dept.
Design Standards (a)	Comment For Office Use Only	1	2	3	4		
IMPERVIOUS SURFACE STANDARDS (18J.15.030.A.) (b)							
Maximum Impervious Surface							
Standard 1 (18J.15.030.A.1., Tables 18J.15.030.A.3-5 and 3-6, and 18J.15.030.A.4(1 and 3))		X	X	X	X		C
NATIVE VEGETATION RETENTION/RESTORATION (18J.15.030.A.) (c) (d)							
Native Vegetation Retention/Restoration							
Standard 1 (18J.15.030.A.2. and Tables 18J.15.030.A.3-5 and 3-6), and 18J.15.030.A.4(2 and 5)		X	X	X	X		P

Notes:

- (a) Design Standards of Section 18J.15. are minimum standards and may be superseded by more specific design standards for industrial community plan areas.
- (b) Utilize Section 18J.15.030.B. to assist in designing the impervious surface component of the project and to justify Site Plan Review requests to increase impervious cover on a site.
- (c) Utilize Section 18J.15.030.C. to assist in designing the native vegetation area component of the project and to justify Site Plan Review requests to decrease native vegetation area on a site.

- (d) Please refer to the Pierce County Native Vegetation Retention/Restoration Process Handout for the process of preserving and/or restoring native areas on a site.

MAXIMUM IMPERVIOUS SURFACE (18J.15.030.A.1., Tables 18J.15.030.A.3-5 and 3-6, and 18J.15.030.A.4(1 and 3)) Please use the following space to briefly explain how the proposal will comply with the standards for *maximum impervious surfaces*. It must be clear either on the site plan, building plans and elevations, or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

NATIVE VEGETATION RETENTION/RESTORATION (18J.15.030.A.2. and Tables 18J.15.030.A.3-5 and 3-6), and 18J.15.030.A.4(2 and 5) Please use the following space to briefly explain how the proposal will comply with the standards for *native vegetation retention/restoration*. It must be clear either on the site plan, building plans and elevations, or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

ADR No. _____

Approved by:

Signature of Planner

Date

Pierce County Development Center, 2301 South 35th Street, Tacoma, WA 98409
Hours: M-F, 8 - 4:30, Wed. 9-4:30 (253) 798-7200 www.piercecountywa.org/pals