



DESIGN STANDARD CHECKLIST

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

NON-COMMUNITY PLAN AREA URBAN 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.15.020, -030, and -050). 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 (a)				Complies with Design Standard (Y/N)	Reviewing Dept.
Design Standards (b)	Comment For Office Use Only	1	2	3	4		
SIDEWALKS, CURBS AND GUTTERS (18J.15.020.A.)							
Sidewalks, Curbs, and Gutters							
Standard 1 (18J.15.020.A.)		X	X	X	X		E
STREET TREES (18J.15.020.B.)							
Street Trees							
Standard 1 (18J.15.020.B.)		X	X	X	X		C
STREET LIGHTING (18J.15.020.C.)							
Street Lighting							
Standard 1 (18J.15.020.C.)		X	X	X	X		E
ON-SITE OPEN SPACE OR RECREATIONAL AREAS (18J.15.020.D.)							
Area Requirements							
Standard 1 (18J.15.020.D.1.)		X	X	X	X		P
Standard 2 (18J.15.020.D.2.)		X	X	X	X		P
On-Site Recreational Area Standards							
Standard 3 (18J.15.020.D.3.a.)		X	X	X	X		P

REVIEW TYPE		Regulated Activities (a)				Complies with Design Standard (Y/N)	Reviewing Dept.
Design Standards (b)	Comment For Office Use Only	1	2	3	4		
Standard 4 (18J.15.020.D.3.b.)		X	X	X	X		P
Standard 5 (18J.15.020.D.3.c.)		X	X	X	X		P
Standard 6 (18J.15.020.D.3.d.)		X	X	X	X		P
Standard 7 (18J.15.020.D.3.e.)		X	X	X	X		P
Standard 8 (18J.15.020.D.3.f.)		X	X	X	X		P
Standard 9 (18J.15.020.D.3.g.)		X	X	X	X		C
Standard 10 (18J.15.020.D.3.h.)		X	X	X	X		P
Standard 11 (18J.15.020.D.3.i.)		X	X	X	X		P
Standard 12 (18J.15.020.D.3.j.)		X	X	X	X		P
INFILL COMPATIBILITY (18J.15.020.E.)							
Infill Compatibility							
Standard 1 (18J.15.020.E.)		X	X	X	X		P
DRY SEWER LINES (18J.15.020.F.)							
Dry Sewer Lines							
Standard 1 (18J.15.020.F.)		X	X	X	X		P
IMPERVIOUS SURFACE STANDARDS (18J.15.030.A.) (c)							
Maximum Impervious Surface							
Standard 1 (18J.15.030.A.1., Tables 18J.15.030.A.3-1 to 3-4, and 18J.15.030.A.4(1, 3, and 6))		X	X	X	X		C
NATIVE VEGETATION RETENTION/RESTORATION (18J.15.030.A.) (d) (e)							
Native Vegetation Retention/Restoration							
Standard 1 (18J.15.030.A.2. and Tables 18J.15.030.A.3-1 to 3-4), and 18J.15.030.A.4(2, 4, 5, 6, and 7)		X	X	X	X		P
NOISE ATTENUATING BARRIER STANDARDS (18J.15.050)							

REVIEW TYPE		Regulated Activities (a)				Complies with Design Standard (Y/N)	Reviewing Dept.
Design Standards (b)	Comment For Office Use Only	1	2	3	4		
Noise Attenuating Barrier Standards							
Standard 1 (18J.15.050.C.1.)		X	X	X	X		P
Standard 2 (18J.15.050.C.2.)		X	X	X	X		P
Standard 3 (18J.15.050.C.3.)		X	X	X	X		P
Standard 4 (18J.15.050.C.4.)		X	X	X	X		P
Standard 5 (18J.15.050.C.5.)		X	X	X	X		P
Standard 6 (18J.15.050.D.)		X	X	X	X		P

Notes:

- (a) Sidewalk, curb and gutter, street trees, and street lighting design standards apply only to residential activities not commercial or industrial activities. Multi-family building permits are considered to be residential for purpose of this regulation.
- (b) Design Standards of Section 18J.15. are minimum standards and may be superseded by more specific design standards for industrial community plan areas.
- (c) 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.
- (d) 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.
- (e) 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.

SIDEWALKS, CURBS, AND GUTTERS (18J.15.020.A.) Please use the following space to briefly explain, how the proposal will comply with the standards for ***sidewalks, curbs, and gutters***. It must be clear either on the site plan or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

STREET TREES (18J.15.020.B.) Please use the following space to briefly explain how the proposal will comply with the standards for **street trees**. It must be clear either on the site plan or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

STREET LIGHTING (18J.15.020.C.) Please use the following space to briefly explain how the proposal will comply with the standards for **street lighting**. It must be clear either on the site plan or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

ON-SITE OPEN SPACE OR RECREATIONAL AREAS (18J.15.020.D.) Please use the following space to briefly explain how the proposal will comply with the standards for **on-site open space or recreational areas**. 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.

INFILL COMPATIBILITY (18J.15.020.E.) Please use the following space to briefly explain how the proposal will comply with the standards for **infill compatibility**. It must be clear either on the site plan or through this written explanation how the project is complying with each applicable design standard. Use additional sheets, if needed.

DRY SEWER LINES (18J.15.020.F.) Please use the following space to briefly explain how the proposal will comply with the standards for ***dry sewer lines***. 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.

MAXIMUM IMPERVIOUS SURFACE (18J.15.030.A.1., Tables 18J.15.030.A.3-1 to 3-6, and 18J.15.030.A.4(1, 3, AND 6)) 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.3-1 to 3-6), and 18J.15.030.A.4(2, 4, 5, 6, and 7) 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.

NOISE ATTENUATING BARRIER STANDARDS (18J.15.050.) Please use the following space to briefly explain how the proposal will comply with the standards for ***noise attenuating barriers***. 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 Case Number: _____

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

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