



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

DESIGN REVIEW SUBMITTAL CHECKLISTS

ALL SUBMITTALS **MUST** BE COMPLETE

SITES & BUILDINGS

- Design Review Application
- Land Use Application Form
- Letter describing the proposal
Provide enough detail to determine consistency with all applicable standards.
- Completed Applicant's Proposal Assessment Form
- 7 sets of a **Site Plan**
Drawn to scale. The following must be included:
 - Property lines
 - North arrow
 - Building dimensions
 - Adjacent streets
 - Other site improvements
- 7 sets of **Building Elevations**
Drawn to scale. Detailed elevations required for all sides of the proposed structure or modification.
- 8 ½" x 11" reductions of ALL larger drawings
- 7 sets of Photos showing existing conditions and adjacent properties
- FOR NEW CONSTRUCTION ONLY:** 7 sets of **Landscape Plans**
Include areas of landscaping and proposed plant species and sizes. Must be produced by a Landscape Architect or certified Nurseryman.
- FOR DEMOLITIONS:** Documentation of the economic or structural infeasibility of restoration and preservation

SIGNS

- Design Review Application
- Sign Permit Application
- 2 sets of **scaled drawings** of the sign
- 2 sets of **photos or drawings** of proposed sign location
- 2 sets of a **site plan**
Drawn to scale. The following must be included:
 - Proposed sign location
 - Property lines
 - North arrow
 - Building dimensions
 - Adjacent streets
- Paint chips or color rendering of proposed colors
- 2 sets of 8½" x 11" reductions of larger drawings



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FENCES

- Design Review Application
- Fence Permit Application
- 2 sets of **scaled, detailed drawings** of the fence and gate(s)
- 2 sets of **photos or drawings** of proposed fence location
- 2 sets of a **site plan**
Drawn to scale. The following must be included:
 - Proposed fence location
 - Property lines
 - North arrow
 - Building dimensions
 - Adjacent streets and sidewalks
- 2 sets of 8½" x 11" reductions of larger drawings

DEMOLITIONS

- Design Review Application
- Land Use Application
- Photographs of current condition of the structure
- Documentation of the economic or structural infeasibility of restoration and preservation

LOCAL HISTORIC DISTRICT REGISTER

- Design Review Application
- A letter written to the Design Review Board
To request the addition of the structure to the Local Historic District Register. Include available historic information (such as date of construction and known historic events), and current condition of the building (including architectural style).
- Photographs of the structure's current condition
- Historic photographs of structure, if available

TEN-YEAR SPECIAL TAX VALUATION

The Design Review Board approves rehabilitation and restoration work to Officially Designated Historic Structures under a state-authorized program to reduce assessed valuation of a structure after rehabilitation by the cost of the work. The special valuation applies for ten years.

Apply to the County Assessor's Office Exemption Department. Call (425) 388-3540 for application forms.

NOTE: This information should not be used as a substitute for City codes and regulations.