



**CITY OF AUBURN**

Community Development  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street / Auburn, WA 98001  
Tel: (253) 931-3090 / Fax: (253) 804-3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov) / [www.auburnwa.gov](http://www.auburnwa.gov)

**ARCH. & SITE DESIGN REVIEW APPLICATION**

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# **ARCHITECTURAL & SITE DESIGN REVIEW APPLICATION - INTRODUCTION**

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**(TYPE I or TYPE II DECISION)**

## **What is a Design Review decision?**

In order to implement goals of the comprehensive plan of fostering high quality design and good decision making for the community's built and natural environmental character, scale and diversity, the city has established an administrative design review application, review and decision process. This land use decision (a Type I or II decision, in accordance with ACC 14.03) is intended to be initiated early in the development application review process to promote the use of appropriate scale of buildings and coordinate the configuration and interrelationship of buildings and public and private open space. It is an administrative process in the City of Auburn.

## **What does Type I and Type II refer to?**

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are typically administrative decisions made by the City which are subject to a threshold determinations under SEPA. When SEPA is required, the City issues a Notice of Application which has a public comment period, prior to other decision making.

*In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner appealed to the Superior Court of the county in which the property is located.*

## **What is SEPA and when is it applicable?**

Design Review decisions may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, timber removal, and size of building); projects that require licensing for air emissions or discharges to water; or other factors. WAC 197-11-800 provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist application must be submitted with the application. After the Notice of Application comment period expires, the Planning Director – who is the City's SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments during the appeal period.

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

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# ARCHITECTURAL & SITE DESIGN REVIEW APPLICATION - INTRODUCTION [*CONTINUED*]

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## **What is subject to a Design Review application and decision?**

The following land uses, types of development activities, including all related site improvements, are subject to the architectural and site design standards, regulations and processes:

1. Multiple-Family and Mixed-Use Developments including triplexes, fourplexes, retirement apartments, congregate living facilities, and senior housing projects.
2. Properties located within the boundaries of the DUC, Downtown Urban Center zoning district, as identified on the comprehensive zoning map.
3. Auburn Junction - Properties located within the boundaries of West Main Street, 2nd Street SE/SW, A Street SE, and A Street SW as identified in ACC 18.29.070.
4. Northeast Auburn Special Planning Area – Properties located within the boundaries of the Auburn Gateway Project as defined by the development agreement approved by Resolution No. 4756, Section 4, and as provided as Attachment 4 to the Resolution.

Exemptions - Certain minor development actions are exempt from a design review decision (except on “Pedestrian Street” as identified in the Downtown Design Standards). Generally, these exempt activities include:

1. Any building activity that does not require a building permit; or
2. Interior construction work which does not alter the exterior of the structure; or
3. Normal or routine building and site maintenance/repair that does not require a permit; or
4. Site and exterior alterations that do not exceed 10 percent of the assessed valuation of the property buildings per the most recent county records; or
5. Building additions that are less than 10 percent of the existing floor area of the existing building (except cumulative additions).

## **How to I find the Design Review standards?**

The City Council has adopted by reference separate documents, which contain the standards for the design and development of the built environment. The planning director or designee shall have the authority to apply these standards to specific development proposals. The specific architectural and design standards documents are accessible from the city website. Hard copies may be requested at the Permit Center.

## **When is the Design Review applied for?**

As required by ACC 18.31.200(E), the design review application processing must be prior to or concurrent with the processing of building permits and/or review of discretionary land use approvals/permits and must be issued first. It is advisable to submit the Design Review application early, to allow the city’s initial review and comment prior to finalization of the civil plans in order to accommodate changes that may result from the design review process.

A pre-application conference is required prior to the Design Review application for the following types of projects:

1. For multifamily, retirement apartments, congregate living facilities and senior housing complexes in the R-10, R-16, and R-20 residential zones; and
2. For mixed-use development containing residential living units located within R-10, R-16 and R-20 residential zones and within commercial zones.

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# ARCHITECTURAL & SITE DESIGN REVIEW APPLICATION - INTRODUCTION [CONTINUED]

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A pre-application conference is strongly recommended for all other projects subject to the city's architectural and site design review decision but is not required.

## **How is the Design Review decision made?**

The Design Review application must be accompanied by certain information provided by the Applicant. Upon review, the planning director or designee may approve, modify and approve, or deny an application for a Design Review. Each determination granting approval, approval with modifications, or denial shall be supported by written findings. For approval, the findings must demonstrate meeting the criteria contained in ACC 18.31.200 (J) "Approval criteria for design review".

As provided in ACC 18.31.200(I) "Design review adjustments", the decision maker may vary from the design standard such that:

1. No more than two of the total number of required menu items in the city of Auburn multifamily and mixed-use design standards are not met.
2. Up to 20 percent of the amount of any quantified standard for required building wall and roof modulation as contained in the city of Auburn multifamily and mixed-use design standards.
3. An architectural or site design requirement is not met but an alternative remains consistent with the purpose and intent of the architectural and site design standards.

Where appropriate, the Applicant must specifically request a design review adjustment and provide written information addressing the criteria the required for granting an adjustment by the planning director or designee.

## **What if I don't agree with the Design Review decision made?**

There are two steps available to contest the city's Design Review decision. First, within 14 business days of notification of the decision, a written objection may be filed stating the objection and the change requested. Based on the objection, the planning director or designee shall reconsider the initial decision and the objection(s) raised and render a final decision on the permit. This final decision shall either affirm the original determination of approval, add modifications, or deny. All parties notified of the original decision shall receive notification of the planning director's decision on reconsideration.

Second, any party aggrieved by the planning director's final decision may file an appeal of that decision to the hearing examiner in accordance with the city's land use appeal provisions. Such appeals for hearing examiner review must be filed within 14 business days from the date the written decision was made and shall include:

1. The appeal must be filed on forms available from the Department.
2. Statement of the specific reason, rationale, and/or basis for the appeal and remedy requested.
3. Filing of the appeal fee in accordance with city fee schedule.

**PLEASE NOTE:** Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**





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**ARCHITECTURAL & SITE DESIGN REVIEW – LETTER OF AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

- 1. I am the owner of the property that is the subject of the application.
- 2. I  have not appointed anyone, or  have appointed \_\_\_\_\_ to act as my agent regarding this application.
- 3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
- 4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
- 5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME                      \_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS



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**ARCHITECTURAL & SITE DESIGN REVIEW – CONCURRENT APPLICATIONS**

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications (administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Boundary Line Adjustment or Elimination
- Building Permit
- Excavation Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications (administrative decisions made by the city which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat
- Special Exceptions

- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications – quasi-judicial decisions made by the city council following a recommendation by the hearing examiner:**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA
- Shoreline Exemption
- \_\_\_\_\_
- \_\_\_\_\_



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# ARCHITECTURAL & SITE PLAN DESIGN REVIEW APPLICATION SUBMITTAL CHECKLIST

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Appl. Staff

**DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS**

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the preliminary plat review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tiff* format

**APPLICATION FEES - Make checks payable to the City of Auburn**

All application fees, including, but not limited to fees for: Design Review, Valley Regional Fire Authority (VRFA), Hearing Examiner, SEPA Application, and Posting Board. Some fees will not be invoiced until actual costs are known. The Current year's fee schedule can be found at <http://www.auburnwa.gov/forms>

**WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted**

**A. APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Application Submittal Checklist. **(One original and 9 copies)**

**B. LETTER OF AUTHORIZATION.** Provide **one original** letter of authorization to act contained with this application packet inclusive of all required signatures.

**C. CONCURRENT APPLICATIONS FORM** Identify applications that are being submitted concurrent with the design review application.

**D. WRITTEN STATEMENT OF CONFORMANCE WITH THE APPLICABLE DESIGN STANDARDS.** Provide a detailed written description of:

1. The proposed project or proposal including, but not limited to: the changes to the site, structure, landscaping, parking and land use.
2. Describe how the proposal meets each of the relevant design standards of the applicable design standards document. Include reference to Design Standard number and where this information can be found in accompanying plans and elevations.
3. Describe how the proposal meets criteria of ACC 18.31.200(J), (Approval Criteria for Design Review). These criteria from the city code are listed at the end of this application packet.

**E. SEPA CHECKLIST APPLICATION.** If the proposal subject to design review, is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director will require a **completed** copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.

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**F. NEIGHBORHOOD REVIEW MEETING DOCUMENTATION.** Submit required documentation for neighborhood review meeting required by ACC 18.02.130, if applicable. A Neighborhood Review Meeting is required to be conducted by the Applicant under ACC 18.02.130.B for multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.

### **PLANS & GRAPHICS - Total of ten (10) full size copies & one (1) 11" x 17" copy**

**A. SCALE & LEGIBILITY** All plans, except architectural elevations, should be to an engineering scale and should have a maximum sheet size of **24" x 36"**, at a scale not less than 1"=40'. Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"**. All plans should be folded to fit a legal size file jacket.

#### **B. SITE PLAN:**

- 1. Vicinity Map;
- 2. North arrow, graphic scale, and date plan was prepared;
- 3. Boundaries and dimensions of the property;
- 4. Adjacent public streets;
- 5. Easements, existing and proposed;
- 6. Location and size of all existing and proposed utilities;
- 7. Location of all buildings, including setbacks;
- 8. Location and layout of off-street parking;
- 9. Location and height of fences;
- 10. Location and size of signs;
- 11. Landscape plan (refer to Item D below for more information);
- 12. Height of structures;
- 13. Building elevations (refer to Item C below for more information);
- 14. Points of access, interior streets, driveways, and parking areas;
- 15. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;
- 16. Proposed right-of-way, dedications and improvements;
- 17. Location of storm water quality/detention facilities;
- 18. Boundaries of development phases, if applicable; and,
- 19. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat and buffers.

**C. ARCHITECTURAL ELEVATIONS:** If the proposal involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include:

- 1. Appropriate scale of one-eighth inch equals one foot, or comparable;



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- 2. Identification of plan preparer (WA licensed architect), contact information & date plan was prepared;
- 3. Labels to type, accurate color, and finishes of exterior building materials, including railing, doors and windows (include sample board, artistic colored building elevations, as appropriate);
- 4. Location and elevations of exterior lighting;
- 5. Type, style, height and model of exterior lighting fixtures; and
- 6. Site cross-sections to show relation and proportion of structures to parking, landscaping, and changes in grade, etc., as appropriate.

Appl.  Staff

**D. LANDSCAPING PLAN:** Prepared in accordance with Chapter 18.50 ACC (Landscaping and Screening) inclusive of:

- 1. North arrow, graphic scale, plan preparer (WA licensed landscape architect), and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public and private streets;
- 4. Location of on-site buildings;
- 5. Location of on-site parking areas;
- 6. Location of outdoor storage areas;
- 7. Location and size of landscape areas;
- 8. Location of significant trees, caliper and species;
- 9. Location of water source(s) and method of irrigation;
- 10. Location and arrangement of proposed on-site and off-site plantings at maturity; location, quantity, description by common and botanical name, and extent of proposed ground cover(s), size at installation, method of planting;
- 11. Location and type of related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, play equipment, site furnishings and fountains;
- 12. Proposed building mounted and site lighting, especially if proposed to be softened or screened by landscaping/planting. Coordinate with future submittal of plans/specifications for exterior lighting requirements of ACC 18.55, (Outdoor Lighting); and
- 13. Location and classification of critical areas and their buffers, as applicable.

**E. CONTEXT VICINTY MAP:** Showing all structures on the property and those within 200 feet in each direction of the subject property, approximately to scale.

**F. NEIGHBORHOOD CIRCULATION PLAN:** Prepared in accordance with Chapter 17.16 ACC (Neighborhood Circulation Plan); and

**G. CONCEPTUAL PLANS FOR PUBLIC INFRASTRUCTURE:** Prepared including roads, water, sewer, and storm facilities.



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# WRITTEN STATEMENT OF DECISION CRITERIA FOR ARCHITECTURAL & SITE DESIGN REVIEW

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In a written statement please fully describe the proposal and its conformance with the following criteria as specified in ACC 18.31.200(J) (Approval criteria for design review).

1. The plans and supplemental materials submitted to support the proposal meet the requirements of the specific architectural and site design documents;
2. The proposed development is consistent with the City's adopted Comprehensive Plan;
3. The proposed development meets required setback, landscaping, architectural style and materials, such that the building walls have sufficient visual variety to mitigate the appearance of large facades, particularly from public rights-of-way and single-family residential zones.
4. In addition to the criteria in subsections (J)(1) through (3) of this section, for multiple-family residential and retirement apartment projects, the director or designee must determine that the following key review criteria have been met:
  - a. The proposed development is arranged in a manner that either:
    - i. Provides a courtyard space creating a cohesive identity for the building cluster and public open space furnished to facilitate its use; or
    - ii. Possesses a traditional streetscape orientation that provides clearly identifiable and visible entries from the street, views from residential units onto the street and reinforces pedestrian-oriented streetscape characteristics (e.g., building edge abutting sidewalk, entries onto the street); or
    - iii. Faces and facilitates views of a major open space system;
  - b. The proposed development provides a variety in architectural massing and articulation to reduce the apparent size of the buildings and to distinguish vertical and horizontal dimensions;
  - c. The proposed development contains a combination of elements such as architectural forms, massing, assortment of materials, colors, and color bands sufficient to distinguish distinct portions and stories of the building;
  - d. Residential buildings in large multiple-family projects or mixed-use projects are physically integrated into the complex possessing sufficiently different appearance or placement to be able to distinguish one building from another;
  - e. Unit entrances are individualized by use of design features that make each entrance distinct or which facilitate additional personalization by residents;
  - f. Areas dedicated to parking are sufficiently visually broken up and contain a complement of vegetative materials to project a landscaped appearance;
  - g. Where applicable, a transition is created that minimizes impacts from multifamily and mixed-use development projects on neighboring lower density residential dwelling units in abutting or adjacent single-family zones; and
  - h. Where applicable, in cases of granting density or height bonuses, the project has provided community benefits, facilities or improvements above and beyond those required in the municipal code and supports the goals, objectives and policies of the comprehensive plan.