



Seattle Design Commission
Department of Planning and Development
700 Fifth Avenue, Suite 2000
Seattle, WA 98124-4019
Phone: (206) 233-7911

Design Commission Review Application Checklist

The following checklist provides the desired minimum requirements to begin Commission review of projects. Additional materials may be needed for the Commission to complete its review. It is also understood that some of the materials on this list may be altered or revised following consultation with Commission staff. Contact nicolas.welch@seattle.gov with any questions.

The applicant should also consider other resources that may aid in educating the Commission on the proposed project.

To reduce waste, hardcopy/paper materials are discouraged. PDFs, Word documents, and JPEGs are the preferred document types. 11" x 17" format is most desirable.

A. All Presentations

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Project address/location |
| <input type="checkbox"/> | Vicinity map |
| <input type="checkbox"/> | Site photos |
| <input type="checkbox"/> | Site plan with two-foot contours |
| <input type="checkbox"/> | Zoning |
| <input type="checkbox"/> | Copy of the completed SEPA checklist or Draft Environmental Impact Statement (DEIS) ¹ |
| <input type="checkbox"/> | Neighborhood context – 9 block area, including: <ul style="list-style-type: none">• Iconic elements• Municipal facilities including community centers, fire stations, libraries, pump stations, power substations• Transit stops• Bike facilities• Parks and open spaces• Points of interest• View corridors• Street classifications• Street types• Projects under construction or proposed for near-future development• Overlap with planning efforts including Seattle Bicycle and Pedestrian Master Plans, Streetscape Concept Plans, Neighborhood Plans, Institutional Plans, etc. |

¹ In some cases, supporting documents such as traffic study or height bulk and scale analysis may be submitted in advance of a DEIS. Staff will meet with the development team to determine if such an early submittal is possible or warranted.

B. Capital Improvement Projects (CIP)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Floor plans |
| <input type="checkbox"/> | Building elevations |
| <input type="checkbox"/> | Neighborhood circulation |
| <input type="checkbox"/> | An architectural model, depending on the project size and impact |
| <input type="checkbox"/> | Site sections |
| <input type="checkbox"/> | Site circulation |
| <input type="checkbox"/> | Landscape elements, including planting plans and plant palettes, to the extent that those features have been determined |
| <input type="checkbox"/> | Programming elements |
| <input type="checkbox"/> | Illumination <ul style="list-style-type: none">• Lighting requirements• Lighting infrastructure |
| <input type="checkbox"/> | Stormwater <ul style="list-style-type: none">• Stormwater control requirements• Stormwater facilities/infrastructure• Detention/flow control• Swale/rain gardens• Conveyance |
| <input type="checkbox"/> | Pedestrian, bicycle, and vehicular facilities including features complying with the applicable accessibility guidelines |
| <input type="checkbox"/> | Pedestrian, bicycle and vehicular circulation |
| <input type="checkbox"/> | Art <ul style="list-style-type: none">• Artist qualifications• Examples of artist's previous and current work• Art plan |
| <input type="checkbox"/> | Sustainability initiatives and sustainable infrastructure |
| <input type="checkbox"/> | Materials examples/samples including: <ul style="list-style-type: none">• Hardscape• Site furnishing• Play equipment |
| <input type="checkbox"/> | Departures and deviations from SDOT and DPD standards |
| <input type="checkbox"/> | Wayfinding signage |
| <input type="checkbox"/> | Educational signage |

C. Skybridges

- Skybridge review panel approval
- Interior building plans showing skybridge access points
- Exterior perspectives showing view of street and alley in context with attached structures
- Elevations and details of skybridge
- Identify elements of the project that will be proposed for potential public benefit features including:
 - Additional landscaping elements
 - On or off site features
 - Sustainability initiatives and sustainable infrastructure
 - Public open space
 - Public programming
 - Accessibility diagrams
 - Public art elements

D. Street and Alley Vacations

- Copy of a valid petition provided by SDOT
- Demonstration of urban design merit including:
 - Square footage and dimensions of proposed vacation
 - Neighborhood circulation with and without vacation
 - Site circulation with and without vacation
 - Building circulation with and without vacation
 - Programming elements with and without vacation
 - Utility plans with and without vacation
- Potential public benefit features including:
 - Additional landscaping elements
 - On- or off-site features
 - Sustainability initiatives and sustainable infrastructure
 - Public open space
 - Public programming
 - Public art elements
- Any building or site sustainability measures