

City of Long Beach, Washington
APPLICATION for DESIGN REVIEW

| APPLICANT INFORMATION | |
|-----------------------|-----------------|
| Name _____ | Telephone _____ |
| Address _____ | Fax _____ |
| _____ | E-mail _____ |

| PROPERTY OWNER INFORMATION | |
|----------------------------|-----------------|
| Name _____ | Telephone _____ |
| Address _____ | Fax _____ |
| _____ | E-mail _____ |

| PROJECT INFORMATION | |
|---------------------------|------------|
| Site Address _____ | Zone _____ |
| Project Description _____ | |
| _____ | |
| _____ | |

CHECKLIST

In addition to this application form, the applicant must also provide a site plan and drawings showing each building elevation. The following information is required to be shown on these plans, and described here. Provide samples of materials and colors, where possible.

Site Plan:

- Lot Coverage (percentage) _____
- Setbacks
 - front _____
 - side _____
 - rear _____

Elevation Drawings:

- Building Height _____
- Roof Pitch _____
- Type of Roof Covering _____
- Type of Siding _____
- Type of Windows _____
- Type of Doors _____
- Type of Fences _____
- Proposed Color(s) _____
- Proposed Trim Color(s) _____

ATTACH LANDSCAPING PLAN

APPLICANT SIGNATURE: _____

date: _____

OWNER SIGNATURE: _____

date: _____

received by _____ date _____

City of Long Beach, Washington Application for Design Review
Instructions to Applicants

This information is provided to assist you in submitting an application for design review. The City of Long Beach has a three-step process for design review. The application is first reviewed by City staff to ensure that it is complete, and that it meets the city's minimum requirements for approval (*step 1*). Once that threshold is met, the application is forwarded to the Planning Commission (*step 2*). The Commission usually meets on the second Monday of the month, and applications must be filed at least ten working days before the meeting date in order to be considered. The Planning Commission reviews the application to determine whether it meets the City's design review requirements, as set forth in Section 5 of the City's Zoning Ordinance and in the Design Review Guidebook. Copies of these documents may be reviewed at City Hall, or on the City's web site "www.longbeachwa.gov." Paper copies may also be purchased at City Hall. The Planning Commission forwards its recommendation to the City Council, where a final determination is made (*step 3*). The Council's decision is provided to the applicant in writing. That decision may be appealed to Pacific County Superior Court within ten days of the Council's decision. **You are encouraged to ask for a "pre-application" meeting, where you can discuss your design concept with the staff before spending the time and money needed to prepare a full application.**

The Design Review application requires information about the applicant, the property owner, and the project. The applicant and the property owner must provide their names and contact information. Please provide us with telephone numbers where you can be reached during the day, or where we can leave a message for you. If the applicant and owner are the same, this information need only be provided once.

Both general and specific project information is required. The general information includes the site address, the zone in which the property is located, and a brief description of the proposed project. More detailed information is summarized on the application, and is shown on the plans that **must** accompany the application. The required plans are a site plan, on which the buildings and other site features (such as parking, site access, and landscaping) are shown, and elevation drawings for each side of the building. An elevation drawing is a fully dimensioned drawing of the front, rear, or side of the building showing features such as windows, doors, roofs, and foundations. Drawings that show the actual colors to be used should be provided, where possible. In the alternative, you may provide samples of colors or materials to be used. You are encouraged to provide drawings no larger than 11" x 17", in order to make it easier for us to make copies. If you choose to provide drawings larger than 11" x 17", please provide at least eight copies. All drawings submitted must be drawn to scale.

This is a generic application that is used for many types of projects, such as small additions, single-family homes, or commercial projects such as storefronts or larger buildings. Some of the information requested may not apply to your project. If so, simply indicate "n/a" in the space where the information is requested.

The signatures of **both** the applicant and the property owner are required. If the applicant and the property owner are the same person, write "same" in one of the spaces. If the property is jointly owned, the signatures of all owners are needed.

If you have any questions about this application or the approval process, or if you need assistance, please contact the Community Development Department at 360-642-4421.