



# APPLICATION FOR DESIGN REVIEW

Return to Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

## APPLICANT INFORMATION

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

## PROPERTY OWNER INFORMATION *(if different)*

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

## PROJECT INFORMATION

Site Address \_\_\_\_\_

Zoning \_\_\_\_\_

Cross Street(s) \_\_\_\_\_

### PROJECT TYPE *(Check one in each column)*

Single Family Residential

New Construction

Multi-Family Residential

Addition

Commercial

Alteration

Fence/Accessory Structure

Amendment to prior approval

## PROJECT DESCRIPTION

\_\_\_\_\_

## CHECKLIST

Provide 1) a completed application; 2) a site plan, 3) a landscape plan, 4) drawings showing each elevation. Drawings must be to scale and on standard-sized sheets. If larger than 11" x 17", 8 sets of drawings must be submitted. The following information must be shown on the plans and also described here. Where possible, provide samples of materials and colors

### SITE PLAN: *drawn at 1" = 10' or 20'; include a north arrow*

Lot Coverage (total %, all buildings and impervious surfaces) \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(s) \_\_\_\_\_

### ELEVATION DRAWINGS: *drawn at 1/8" or 1/4" = 1'*

Building Height \_\_\_\_\_

Roof Pitch \_\_\_\_\_

Type of Roof Covering \_\_\_\_\_

Type of Siding \_\_\_\_\_

Type of Windows \_\_\_\_\_

Type of Doors \_\_\_\_\_

Type of Fences \_\_\_\_\_

Proposed Color(s) and Finish \_\_\_\_\_

Proposed Trim Color(s) \_\_\_\_\_

### LANDSCAPE PLAN: *may be included on the site plan*

Location and Type of Groundcover \_\_\_\_\_

Location, Type and Quantity of Shrubs and Trees \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Office Use Only

Received by \_\_\_\_\_  
Date \_\_\_\_\_

Project No. \_\_\_\_\_



## APPLICATION FOR DESIGN REVIEW: INSTRUCTIONS TO APPLICANTS

**Do You Need Design Review?** Design review is required for your project if your zoning is any one of the following: R1R, R2R, R3R, OT, OTW, RC, AC, C1, C2, S1, S2, S3, S3R, S3M, P, PR, or S4.

**Preparing Your Application.** You may request a “pre-application” meeting, where you can discuss your design concept with staff before spending time and money to prepare a full application. A complete application will include the required City of Long Beach application form and drawings. The Design Review application should be filled out as completely and accurately as possible. If an item is not applicable, mark “n/a” on the form. Signatures of both the applicant and all property owners are required. If the applicant and owner are the same person, write “same” in one of the spaces. **An incomplete submittal may delay consideration of your application.** Required drawings include:

- **Site Plan**, showing property boundaries, all existing and proposed buildings, structures, and site features such as fences, driveways, etc., drawn at 1”=10’ or 1”=20’, fully dimensioned, including a north arrow
- **Building Elevations** of the front, rear and sides of the proposed building, showing architectural features including siding, windows, doors, roofs, foundations, trim, etc., drawn at 1/8”=1’ or 1/4”=1’, with roof pitch and height dimensioned on the drawing
- **Landscape Plan**, showing the type and location of ground cover and the type, location and quantity of shrubs and trees, drawn at the same scale as the site plan; provided all required information is clear, the landscape plan may be included on the site plan.
- **Floor plans** showing the general location and configuration of all proposed uses may be required for Commercial, Multi-Family and Multi-Use projects when necessary to determine compliance with the requirements of the Zoning code. Material and color samples should be submitted if possible; samples will be required for applications seeking approval of alternative materials.

Deliver applications to: **City of Long Beach, 115 Bolstad West**  
Or mail to: **P.O. Box 310, Long Beach, WA, 98631**

*Copies of the City’s Zoning ordinance and the Design Review Guidebook may be reviewed at City Hall, 115 Bolstad West, or on the City’s web site, [www.longbeachwa.gov](http://www.longbeachwa.gov). Paper copies may also be purchased at City Hall.*

**How is Your Application Processed?** Design review is a “no fee” process. Depending on the type and size of project, an application may be approved administratively by the Planning Director, or by the Planning Commission or City Council. When an application is submitted, City staff reviews it for completeness and for compliance with relevant requirements of the City Code. Once an application is deemed complete, it is either be processed by the Planning Director (administrative review) or placed on the Planning Commission agenda. The Planning Commission may approve, approve with conditions, continue, or deny the application. If the application is to be considered by City Council, the Commission will make a recommendation on the project, which will then be placed on the next available City Council agenda. The Planning Commission meets on the second Tuesday of the month; **applications must be filed at least 2 weeks before the meeting date in order to be considered.**

**Appeals.** All decisions are provided to the applicant in writing. The decision may be appealed within fourteen (14) calendar days of the date of final decision. Design review decisions made by the Planning Director or the Planning Commission may be appealed to the City Council. Decisions made by the Council may be appealed to the Pacific County Superior Court.

If you have questions about this application or the review process, or if you need assistance, contact the Community Development Department at 360/642-4421 or at [planner@longbeachwa.gov](mailto:planner@longbeachwa.gov).