

## **Mill Creek Town Center Design Review Board Submittal Requirements**

### **General Requirements:**

In accordance with Section 17.21.050, MCMC and the Town Center Development Agreement, proposed buildings, landscaping, and signage must be approved by the Design Review Board prior to submittal of a building permit.

An application to the Design Review Board shall be made concurrently with the submittal to the Town Center Architectural Review Committee (ARC) and the City's consulting architect. City staff and the consulting architect will review the plans concurrently with the ARC's review. The project will be scheduled for DRB review after ARC has reviewed and approved, in writing, the proposed project. For more information regarding the ARC, please contact Greg Nelson, Mill Creek Town Center L.L.C., at (425) 828-6424.

DRB meetings are held on the third Thursday of each month. A complete submittal must be made no later than three weeks prior to this meeting.

Review and approval by the DRB is required prior to building permit application. Please submit the following copies of each of the submittal requirements: 3 sets of 11" x 17" plans, and 12 sets of full size plans (24" x 36"), assembled and folded to fit in a 10" x 13" envelope. Landscape plans shall be full size.

### **Submittal Requirements:**

#### **1. Application Form**

#### **2. Fees:**

- \$500.00 fee for building
- \$250.00 fee for landscaping
- \$250.00 for signage
- \$1,000.00 deposit for architectural consultant review (applicant responsible for 50 percent of consultant review fees).

#### **3. Project Description:**

- Provide a brief narrative description of the project and estimated value of the total cost of construction. The description should not exceed one page.

#### **4. Site Plan, at a scale of 1" = 20' including the following information:**

- The location of all proposed structures, required setbacks, property boundary, and right-of-way information.

- Ground floor plan illustrating retail, lobby and other ground floor function areas.
  - Depict relationship of proposed project to abutting properties and buildings with elevations and/or sections.
  - Show proposed pedestrian and vehicular circulation including driveways, access points sidewalks and pedestrian pathways.
  - Parking lot layout, design and loading areas.
  - Public improvements including sidewalks, plazas, and curbs.
  - Proposed topography.
  - Significant manmade features, e.g., kiosks, street furniture, outdoor seating, water features.
  - Project Summary including building areas and parking calculations.
  - Dumpster.
5. **Typical Floor Plan and Sections**, drawn at an appropriate architectural scale:
6. **Roof Plan**, including the location of mechanical equipment:
7. **Building Elevations**, drawn at an appropriate architectural scale (minimum 1/8" = 1'-0"):
- Elevations showing exterior color and material composition (including trash enclosures, mechanical equipment and screening)
  - Area of ground floor window glazing between 2' and 8'.
  - Building elevations showing relationship to height limits.
  - Show planned signage locations.
  - Street trees and other significant landscape features should be shown on elevations.
  - Perspective illustrations and/or models to further illustrate the proposal may be required.
8. **Landscape Plan**, drawn at an appropriate scale (minimum 1"=20'):
- Provide a detailed planting plan, showing all site landscaping, including proposed trees, tree grates, planters, and site elements (e.g., benches, trash cans, light fixtures, etc.).
  - Identify all proposed plant materials by common and scientific names, size at time of planting, landscape calculations, and the location of any existing trees to be retained.
  - Landscaping on abutting properties shall be shown to demonstrate consistency of streetscape design.
  - Elevations showing proposed landscaping (at maturity) in relation to the proposed building(s) and public plazas (if applicable).
  - Photographs of proposed plant materials, along with information about size and characteristics of proposed materials.
  - Site grading, as well as spot elevations of structures such as seat walls, planters, and retaining walls.
9. **Plaza Design (if applicable)**, drawn at the same scale as the landscape plan with enlarged areas to depict specific elements of the plaza:

- Identify paving/scoring patterns, concrete finishes and color.
- If pavers are proposed, identify style, color, and paving pattern.
- Identify the location of elements such as water features, lighting, benches, tables/chairs, trash cans, and moveable planters. Submit photographs or other illustrations depicting the design of these elements.

#### **10. Lighting Plan:**

- Site and building plans showing the location of proposed lighting.
- Manufacturer cut sheets and other illustrations showing the style, height, and color of proposed light fixtures.
- Photometric plan showing the location of proposed light fixtures and light levels including minimum, maximum, and average foot candles, and uniformity ratios.
- Where lighting is proposed adjacent to wetland buffers, indicate how lighting will be placed or shielded to avoid spillover.

#### **11. Building Materials and Colors:**

- Provide sample board of all exterior materials and colors.

#### **12. Signage:**

- A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building mounted signs, the drawing shall portray the proposed sign's relationship to any existing signs located on the same façade or common building wall. Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.
- Size and style of letters on signs.
- A colored sketch of the proposed signs.
- Sign materials (wood, plastic, metal, etc.) and paint chips.
- A written description of the specifications for the sign.

For questions regarding the DRB submittal requirements or Town Center Guidelines, please contact Cari Hornbein, Senior Planner, at (425) 745-1891.