This application form cannot be submitted alone. In addition to this form, a complete application package includes:

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<tr>
<th>Applicant Use</th>
<th>SUBMITTAL CHECKLIST</th>
<th>Staff Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Master application.</td>
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<td>□</td>
<td>Applicable processing fees.</td>
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<tr>
<td>□</td>
<td>Site plan design elements. Refer to the application checklist for the required number of map copies.</td>
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<tr>
<td>□</td>
<td>Landscape design elements.</td>
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<td>□</td>
<td>Building design elements.</td>
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<td>□</td>
<td>Sign program elements.</td>
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<td>□</td>
<td>Section profiles.</td>
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<tr>
<td>□</td>
<td>Perspective drawings and colorboard information.</td>
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<tr>
<td>□</td>
<td>Any special reports or plans (may include landscape plan, parking plan, engineered drainage plan, wetland delineation, geotechnical report or other). If reports or plans are bound, submit one unbound copy. Submittal of special reports must include original paper documents and electronic .pdf files.</td>
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<tr>
<td>□</td>
<td>Environmental Review (SEPA), if required.</td>
<td></td>
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<tr>
<td>□</td>
<td>Critical Area Administrative Review (required only if SEPA is not required and critical areas affect the property).</td>
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<tr>
<td>□</td>
<td>Application checklist</td>
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<tr>
<td>□</td>
<td>Supplemental Questionnaire</td>
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</table>

Project information requested on the following pages must be filled out completely. Also included in this application packet are a Supplemental Requirement Checklist and Supplemental Questionnaire. The Supplemental Requirement Checklist outlines site plan and design element requirements that should accompany this application. Use the provided checklist to ensure that all items have been addressed. A Supplemental Questionnaire is provided for each urban growth area. Only one supplemental questionnaire needs to be completed for the applicable urban growth area. Thurston County codes may be viewed online at www.co.thurston.wa.us/permitting.
Check the applicable boxes and fill in the requested information below.

□ LACEY UGA – Zoning ____________
  □ Commercial Project (new construction, addition, exterior remodel, alteration)
    Type of project _____________________________________________________
  □ Multifamily, Condominiums or Townhouse Development with more than two dwelling units

□ TUMWATER UGA – Zoning ____________
  □ Commercial Project (new construction, addition or exterior remodel)
    Type of project ______________________________________________________ Valuation of project $ __________
  □ Multifamily Residential Development (new construction, addition or exterior remodel)
    Type of project ______________________________________________________ Valuation of project $ __________

□ OLYMPIA UGA – Zoning ____________
  □ Commercial Development
    Type of Project ______________________________________________________
  □ High Density single-family housing (six units/acre or higher)
  □ Multifamily or Townhouse Development of five units or more
  □ Master Plan Development
  □ Minor Project Review (Refer to Title 23 for a list of minor projects)
    Type of project ______________________________________________________
  □ Other _____________________________________________________________

PROJECT INFORMATION

Provide a Detailed Description of the Project. The project description shall be legible and include all uses and activities proposed on-site, including types of residential and/or non-residential uses. Be specific as to the parcel size, existing use, proposed use and activities to occur on-site, and type of critical area(s), if any. Attach a separate sheet if needed.
ADDITIONAL PROJECT INFORMATION

1. What is the total square footage/acreage of the site? ________________________________________________

2. What is the height of existing buildings? __________________________________________________________

3. What is the height of proposed buildings? ____________________ How many stories? ____________________

4. What is the estimated gross floor area of the project? ________________________________________________ square feet

5. What is the estimated building footprint area of the project? ________________________________________ square feet

6. What is the square footage of existing impervious area? ____________________ Impervious area means pavement (compacted gravel, asphalt and concrete), roofs, revetments, or any other man-made surface which substantially impedes the infiltration of precipitation.

7. Does the project involve an historic building which is listed on a national, state and/or local register or on the Thurston County Historic Register? □ Yes □ No
COMMERCIAL PROJECTS ONLY

8. What is the intended commercial use of the structure? ____________________________________________________________

9. How many employees will be employed? ________________________________________________________________

10. What are the hours of operation? ________________________________________________________________

11. What are the days of operation?

   □ Monday  □ Tuesday  □ Wednesday  □ Thursday  □ Friday  □ Saturday  □ Sunday

12. Are customers expected to visit the site?        □ Yes       □ No       If no, skip to No. 14

13. What is the average number of vehicles visiting the site?   per day          per week

14. Are delivery vehicles expected to visit the site?        □ Yes       □ No       If yes, what is the average number of deliveries per day          per week

15. Are parking spaces being provided?        □ Yes       □ No       If yes, how many

16. Will this proposal generate noise?        □ Yes       □ No       If yes, describe the noise that will be generated

17. Will there be any outside storage of materials or equipment?        □ Yes       □ No       If yes, describe in detail what will be stored outside

18. Will there be hazardous materials associated with the use?        □ Yes       □ No       If yes, describe in detail what hazardous materials will be used.

18. Is a sign proposed?        □ Yes       □ No       If yes, how many? ______ What is the square footage and proposed lighting of each sign?
# DESIGN REVIEW
## SUPPLEMENTAL REQUIREMENT CHECKLIST

The application shall contain and/or address the following requirements in a clear, accurate and intelligible form. Check the box for each item addressed. Provide an explanation for any unchecked item.

<table>
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<tr>
<th>Applicant Use</th>
<th>DESIGN REVIEW CHECKLIST</th>
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<tr>
<td></td>
<td>1. The project site must be identified in the field by posting an identification sign visible from the access road and by flagging the property corners and the center of the driveway/road access location. The purpose of the sign is for project identification rather than public notification. The sign and flagging are provided by Thurston County and can be obtained at the Permit Assistance Center.</td>
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</table>

### Site Plan Design Elements

- **2.** Submit four (4) full-size site plans and one (1) 11” x 17” copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.
  - a. North arrow, map scale, date, site address and vicinity map showing location of site and surrounding landmarks.
  - b. The lot lines and dimensions of the entire property.
  - c. Names and location of adjacent roads.
  - d. Location, dimensions and nature of proposed easements (access/utility) or dedications.
  - e. Existing and finished grades at two-foot contours.
  - f. All surface stormwater facilities.
  - g. Proposed location of transformers, heat pumps and HVACs.
  - h. Natural features of the site such as slopes, wetlands and ponds.
  - i. Parking lot layout, driveways, street access, types and number of parking spaces and dimensions.
  - j. Loading berths including dimensions.
  - k. Type of surfacing material such as asphalt, exposed aggregate or pavers.
  - l. Parking lot lighting location and catalog detail of the lights to be used.
  - m. Dumpster enclosure design, location and location of gates.
  - n. Sidewalks, pedestrian walkways, bicycle racks and bike paths.
  - o. Pedestrian amenities such as benches, fountains and picnic areas.
  - p. Landscape areas including general location of trees.
  - q. Location, dimensions and description of common open space and recreation areas including any proposed equipment or swimming pools.
  - r. Mail kiosks.
  - s. Location and dimension of existing and proposed building(s) with appropriate setbacks, including features such as covered walkways, porches, balconies and decks.
  - t. Scenic vistas, if any, including direction of view.
  - u. Existing and proposed transit shelter locations and bus stops.
  - v. The license stamp and signature of the architect on each page.
### Landscape Design Elements

3. Submit four (4) full-size and one (1) 11” x 17” copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.

   a. Location of all proposed plant materials.
   b. Any phased landscape proposal.
   c. Common and botanical names of plants and the size at the time of planting.
   d. Size of tree canopy at maturity.
   e. Required and proposed tree unit count on the face of the landscape plan.
   f. Existing trees/vegetation to be retained removed.
   g. Location of tree protection fencing for those trees being retained.
   h. Proposed and existing fence locations and type of fencing materials and colors.
   i. Existing and proposed walls and type and color of materials to be used.
   j. Landscape materials used in surface stormwater facilities.
   k. A north arrow, map scale, datum, date, site address and directions to the site.
   l. The license stamp and signature of the architect on each page.

### Building Design Elements

4. Submit four (4) full-size and one (1) 11” x 17” copy with the following information. Full-size copies must be folded and not rolled and must be at a scale of not more than sixty (60) feet to the inch using a standard interval of an engineer scale.

   a. Dimensioned elevations of all sides of proposed building(s) and related elevations of existing building(s), if any.
   b. Main or primary entries and secondary or employee entries.
   c. Location and type of exterior building materials.
   d. Window details including materials and colors.
   e. Door details including materials and colors.
   f. Roofing details including materials and colors.
   g. The heights of the proposed and existing buildings measured from the ground level to the roof ridge.
   h. Exterior lighting program – Location and catalog picture of light fixture(s).
   i. Area(s) on building where signs will be installed.
   j. How buildings relate to adjacent off-site structures.
   k. The license stamp and signature of the architect on each page.
### Sign Program Elements

<table>
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<tr>
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<th>5. Submit one (1) 11” x 17” copy of the following using a standard interval of an engineer scale.</th>
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<tbody>
<tr>
<td></td>
<td>a. Location, height and size of all existing signs to remain and to be removed.</td>
</tr>
<tr>
<td></td>
<td>b. Location, height and size of proposed freestanding signs.</td>
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<tr>
<td></td>
<td>c. Location, height and size of proposed building mounting signs.</td>
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<tr>
<td></td>
<td>d. Drawings or photographs showing the design of all existing and proposed signs, including colors, materials, lettering styles and logos.</td>
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</tbody>
</table>

### Section Profiles

<table>
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<tr>
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<th>6. Submit two (2) section profiles through the site using a standard interval of an engineer scale.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>a. Scale.</td>
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<tr>
<td></td>
<td>b. Building(s) details.</td>
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<tr>
<td></td>
<td>c. Landscaping against the buildings when installed.</td>
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<tr>
<td></td>
<td>d. Lighting fixtures and standards.</td>
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<tr>
<td></td>
<td>e. Signs.</td>
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<td>f. The license stamp and signature of the architect on each page.</td>
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### Other

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<th>7. Perspective drawings, photographs, color renderings or other graphics which accurately represent the proposed project.</th>
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<tr>
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<td>8. Colorboard including building wall, accent and trim colors and materials, roofing colors and materials. And glazing tint.</td>
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