



CITY OF ORTING

ARCHITECTURAL DESIGN REVIEW APPLICATION CHECKLIST

RETURN THIS CHECKLIST WITH YOUR APPLICATION

This checklist is to assist you in submitting a complete application. Please do not turn in your application until all items which apply to your proposal are attached. **Twelve (12) Sets** are required for Planning Commission review. If you have any questions, contact the City of Orting at (360) 893-2219.

APPLICATION

- Architectural Design Review/Application Form
 Needed for all Development/Projects
 Only App. Needed for New Construction or Remodels
- Exterior Sign Permit Application
 With or Without Lighting
- Exterior Painting Permit Application
- Exterior Lighting of Structure or Lot
- Temporary Sign Permit
- Building Permit Applications (may require more than one type of permit)

ARCHITECTUAL DESIGN REVIEW FEE

- | | | |
|--|---|----------|
| <input type="checkbox"/> New Construction or Remodel | - | \$250.00 |
| <input type="checkbox"/> Exterior Sign Only | - | \$ 50 |
| <input type="checkbox"/> Exterior Painting Only | - | \$ 50.00 |
| <input type="checkbox"/> Exterior Lighting Only | - | \$ 50.00 |
| <input type="checkbox"/> Temporary Sign Permit | - | \$ N/A |

PLANS

New Construction or Remodels

The following information shall be contained within the set of plans:

- A. Vicinity map showing location of site and surrounding prominent landmarks.
- B. Property dimension and names of adjacent roads.
- C. Lot size and lot coverage calculations.
- D. Location and size of proposed utility lines.
- E. Location dimensions and nature of any proposed easements or dedications.
- F. For commercial uses: gross floor area by use and parking calculations.
- G. For multiple residential: location and dimensions of common open space.
- H. Dimensioned elevation of building drawn at 1/8" to 1' or a comparable scale. Elevations should show the type of exterior materials.
- I. Location and elevations of exterior lighting for buildings and parking areas
- J. Location and elevations of dumpster screens.
- K. Color samples for buildings and accessory structures with a notation explaining where and how these colors will be used.

Exterior Painting Permit Application

See permit application form for required submittal.

Exterior Lighting of Structure or Lot (include on Sign Application)

See permit application form for required submittal.

OTHER REQUIRED INFORMATION

Proof of Liability Insurance (\$500,000 per incident)

Perspective drawings, photographs, color renderings or other graphics which may be needed to adequately evaluate your application, to include where the signage will be located.

Please be advised that you will be required to obtain a Building Permit for demolition, construction, remodeling and installation of signage.

In addition all contractors and sub-contractors must obtain a City of Orting Business License.