



City of Orting

104 Bridge St. S., PO BOX 489, ORTING WA 98360

Phone: (360) 893-2219 - FAX: (360) 893-6809

www.cityoforting.org

ARCHITECTURAL DESIGN REVIEW PROCEDURE

The City of Orting has adopted an Architectural Design Ordinance for the Commercial Zone. Orting Municipal Code (OMC) 13-6-7 states: "All development in the mixed use-town centers and all commercial and public development within the city limits, is designed to be consistent with the adopted theme of "Turn of Century/Western-Victorian". All new installation, replacement, construction, renovation, remodel or alteration of, or other modifications to, buildings, miscellaneous structures and street furniture located on private property, public ways and other public property in the mixed use-town centers; all buildings, miscellaneous structures and street furniture located on private property, public ways and other public property used for commercial business or public facilities within the city limits; all multi-family buildings and cottage developments within the city limits; all stationary vendor units; and, all signs made subject to the requirements of OMC 13-6-7, are subject to architectural design review and approval."

PROCEDURE

The City of Orting Planning Commission meets the first Monday of every month. The Planning Commission is a seven-member board that has the authority to review and approve, approve with conditions, or deny development/project requests. The Planning Commission's decision will be based upon the design review criteria contained in the Zoning Code. Every applicant is requested to show how the development/project meets the design review guidelines by completing the Architectural Design Review Criteria Sheet attached to this application packet.

- ❖ An Architectural Design Review Fee for this application is to be paid at the time of filing this application. This fee is **non-refundable**. *Architectural Design Review Fees are shown below.*

- ❖ The Planning Commission meeting will be held the first Monday of every month at 7:00 P.M.

- ❖ This application must be received **fourteen (14) calendar days prior** to the Planning Commission meeting in order to be included on the Agenda.



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ARCHITECTURAL DESIGN REVIEW 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.

If you have any questions, contact the City of Orting at (360) 893 - 9002.

APPLICATION

- Architectural Design Review / Application Form
- 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)

ARCHITECTURAL DESIGN REVIEW FEE

- | | | |
|--|---|--|
| <input type="checkbox"/> New Construction or Remodel | - | \$250 (<i>includes paint & lighting</i>) |
| <input type="checkbox"/> Exterior Sign Only | - | \$50 (<i>includes lighting</i>) |
| <input type="checkbox"/> Exterior Painting Only | - | \$50 |
| <input type="checkbox"/> Exterior Lighting Only | - | \$50 |
| <input type="checkbox"/> Temporary Sign Permit | - | N/A |

PLANS

New Construction of Remodels

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

1. Vicinity map showing location of site and surrounding prominent landmarks.
2. Property dimension and names of adjacent roads.
3. Lot size and lot coverage calculations.
4. Location and size of proposed utility lines.
5. Location dimensions and nature of any proposed easements or dedications.
6. For commercial uses: gross floor area by use and parking calculations.
7. For multiple residential: location and dimensions of common open space.
8. Dimensioned elevation of building/structure drawn at 1/8" to 1' or a comparable scale. Elevations should show the type of exterior materials.
9. Location and elevations of exterior lighting for buildings and parking areas.
10. Location and elevations of dumpster screens.
11. Color samples for buildings, structures and accessory structures with a notation explaining where and how these colors will be used.

Exterior Lighting of Structure or Lot (include on Sign Application) Design, Dimensions and location.

OTHER REQUIRED INFORMATION

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

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

Explanation of all actions to be taken for the entire project: remove of fencing, paint, and signage. Photo suggested.

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 Endorsement through the Department of Revenue.

Please contact the Building Official: TLincoln@cityoforting.org