

## **DESIGN REVIEW APPLICATION**

**All required information must be submitted at the time of application.**

### **REQUIREMENTS:**

- Your project is subject to Design Review requirements if it is in any of the designated districts zoning and you are making any exterior improvements to your building or building a new building. Please consult the Tuscan and Old World European Design Standards (ZMC 15.30).
- The Design Review of your project is for *exterior design only*. It does not take the place of any other required permits or review such as building permits, conditional use permits, etc. A pre-application conference should be scheduled with the Building Official to find out which permits and regulations are applicable to your project. Design Review is just *part* of the process, and approval of your exterior design by the Building Official is required before a building permit can be issued.
- Upon submission, this application will be reviewed by staff for completeness and compliance to applicable regulations. You will then be contacted to be apprised of your applications completeness and Building Official review. The application **must be deemed complete**, and fees paid. If applicable in order for staff to determine if the application addresses all elements of the Tuscan and Old World European Design Standards and deem it complete. It is recommended that applications and all relevant materials be submitted *at least* 10 working days prior to the start of the project.
- All drawing(s) must be on paper capable of being folded for storage in an 8 ½” x 11” file, and become the property of the City of Zillah.
- **Include all of the following information and applicable drawings with your application.** Applications that do not include all the required information showing compliance with the Tuscan and Old World European Design Standards and the materials requested below, will not be accepted as complete and will be returned to the applicant.
  1. Plans for your project, including:
    - Two (2) sets of colored elevation renderings (or rough sketches for initial review) which clearly show construction design, roofing material, siding materials, trim, painting, or any other details
    - Two (2) sets of color chips or accurate reproductions of proposed colors/stains to be used
    - Two (2) sets of samples or examples of materials being proposed for use
- All sign applications are subject to review by the Building Official. Please consult the Sign Code in **Chapter 15.50 of the Zillah Municipal Code** for complete information and requirements regarding signage. **Include all of the following information and applicable drawings with your application.** Applications that do not include all the required information and drawings will not be accepted as complete and will be returned to the applicant, delaying the Design Review process.

If the application is for more than one sign, please use additional copies of the following page so that complete information for each sign is contained on one sheet. Please make sure that any drawings or samples associated with the application are numbered to indicate which sign is being shown (Sign #1, Sign #2, etc.) in the upper left hand corner of the drawing.



# The City Of Zillah

THE HEART OF WINE COUNTRY

Phone (509) 829-5151 Fax (509) 829-5457 P.O. Box 475 Zillah Washington 98953

## DESIGN REVIEW PERMIT APPLICATION

Application Date: \_\_\_\_\_

Applicant:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Address of Proposed Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Assessors' Tax Parcel Number of Property: \_\_\_\_\_

Property Owner (If Different than Applicant):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License #: \_\_\_\_\_ City Business License #: \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Design Review Application For:

- |  |  |
|--|--|
| <input type="checkbox"/> New Construction    | <input type="checkbox"/> New Building Colors |
| <input type="checkbox"/> New Roofing         | <input type="checkbox"/> Structural          |
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> Other _____         |  |

Total Valuation of Proposed Project: \_\_\_\_\_

Total Valuation of Structure: \_\_\_\_\_

**DECLARATION:** I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS DESIGN REVIEW PERMIT APPLICATION IS TRUE, CORRECT, AND COMPLETE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone number, if different then above

Sign # \_\_\_\_\_

1. Briefly describe your proposal: \_\_\_\_\_
2. Proposed font(s) for all lettering on sign: \_\_\_\_\_  
\_\_\_\_\_
3. Sign material(s) and description: \_\_\_\_\_  
\_\_\_\_\_
4. Dimensions of sign: \_\_\_\_\_
5. Total square feet/inches of sign: \_\_\_\_\_
6. Type of Sign:
  - Wall
  - Projecting
  - Freestanding
7. Kind of Sign:
  - Single business
  - Mural
  - Business listing
  - Incidental
  - Directional
  - Other (Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Connection method(s). Please check applicable option:
  - I am providing accurate details for **connection methods** of wall mounted, hanging, projecting or freestanding sign (a WA State Engineer's stamp may be required) connection method(s), including samples or accurate pictures/illustrations of mounting materials and methods (*i.e. size/kind/color of bolts, chains etc and how and where they attach*)
  - Sign will be painted directly onto wall
9. Colored rendition/drawings. Provide two (2) copies of each of the following:
  - Detailed, accurately colored, scaled drawing(s) of the proposed sign showing the lettering styles (see Tuscan and Old World European Design Standards for approved styles), the sign type and materials, and mounting
  - True and accurate color chips or accurate reproductions of all colors proposed to be used on sign
10. Site plan. Provide two (2) copies and include the following information:
  - For wall and projecting signs, an accurately scaled drawing or photo of building face to be signed, including the scaled outlines of all existing and proposed signs – include measurements for building from end to end and from the sidewalk or ground-line to the building eave line. This requirement is mandatory and is based on code limitation of percentage of building face that may be occupied by signage.
  - For freestanding signs, an accurately scaled site plan, showing the locations of and measurements to structures, streets, signs, and property lines, etc.
11. Lighting plan. Please check applicable option:
  - If sign is to be lit provide two (2) copies of detailed drawings requested in that application. Electrical permits for the wiring of indirectly lighted signs shall be obtained as required. Contact the Washington State Department of Labor and Industries at (509)886-6500.
  - Sign is not to be lit.

**STAFF USE ONLY**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted as complete by: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Official approval date: \_\_\_\_\_

Contractor's business license #: \_\_\_\_\_

Notes:

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