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**City of Roslyn**  
Planning Department  
100 E. Pennsylvania Ave.  
PO Box 451  
Roslyn, WA 98941  
509-649-3105  
FAX 509-649-3174  
roslynplanning@inlandnet.com

### Architectural Design Review Application Checklist

|                          |  |
|--------------------------|--|
|                          | <p>The following is a list of materials which are required for a complete application. Consult with the Planning Department if you have any questions.</p>                                     |
| <input type="checkbox"/> | 1. Completed Architectural Design Review Application;  |
| <input type="checkbox"/> | 2. The Architectural Design Review fee (cash or check only) \$250.00   |
| <input type="checkbox"/> | 3. A vicinity map extending at least 800 feet in each direction from the property. The vicinity map shall be drawn to scale of one inch equals 800 feet.                                       |
| <input type="checkbox"/> | 4. Site plan to scale of property with a north arrow, all structures, easements, property lines, streets, and alleys, setbacks, and significant slopes including all distances and dimensions. |
| <input type="checkbox"/> | 5. Elevation Drawings showing all four sides of the property.  |
| <input type="checkbox"/> | 6. Digital version of the Architectural Drawings   |

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### Architectural Design Review Application

This form must be completed (clearly printed or typed) and submitted to the City with any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or [roslynplanning@inlandnet.com](mailto:roslynplanning@inlandnet.com).

Project Name:

Brief project description:

Physical Property Address:

Parcel #:

Map#:

Legal Description:

Property Owner:

Phone:

Email:

Owner Mailing Address:

Contact Name:

Phone:

Email:

Contractor Name:

Phone:

Email:

Architect Name:

Phone:

Email:

Type of Architectural Design Review:  Residential  Commercial  Mixed Use  Light Industrial

Check all that apply:  Remodel  Addition  New Structure  Fence  
 Variance, describe the requirements from which you are requesting a variance:

#### Building Site

Lot dimensions:

Length:

Width:

Total square footage of lot:

Existing Setbacks:

Front:

Side 1:

Side 2:

Rear:

Proposed Setbacks:

Front:

Side 1:

Side 2:

Rear:

Existing building square footage:

Basement sq ft  
1st Floor sq ft  
2nd Floor sq ft

Proposed square footage of new structure:

Basement sq ft  
1st Floor sq ft  
2nd Floor sq ft

Existing building footprints:

Primary Structure: sq ft  
Outbuildings: sq ft  
Garage: sq ft  
Additional Impervious Surfaces: sq ft  
Total Impervious Surfaces: sq ft

Proposed building footprints:

Primary Structure: sq ft  
Outbuildings: sq ft  
Garage: sq ft  
Additional Impervious Surfaces: sq ft  
Total Impervious Surfaces: sq ft

Current Impervious Surface Percentage: %

Proposed Impervious Surface Percentage: %

Existing Elevations:

Total rise in property's elevation:  
Maximum height of outbuildings:  
Maximum height of main building:

Proposed Elevations:

Total rise in property's elevation:  
Maximum height of outbuildings:  
Maximum height of main building:

Roof

Existing Roof:

Pitch:  
  
Percentage less than 9:12: %

Proposed Roof:

Pitch:  
  
Percentage less than 9:12: %

Existing Roofing Material:

- Non-Reflective
- Wood shake
- Artificial wood shake
- Metal standing seam, describe color:
- Composition shingle, describe color:
- Other, describe material and color:

Proposed Roofing Material:

- Non-Reflective
- Wood Shake
- Artificial Wood Shake
- Metal Standing Seam, describe color:
- Composite Shingle, describe color:
- Other, describe material and color:

New Windows YES  NO

Existing Windows:

- Vertical: #
- Horizontal: #
- Square: #
- Rectangle: #
- Double hung: #
- Single hung: #
- Casement: #
- Horizontal sliding: #

Proposed Windows:

- Vertical: #
- Horizontal: #
- Square: #
- Rectangle: #
- Double hung: #
- Single hung: #
- Casement: #
- Fixed: #

New Trim YES  NO

Existing Trim:

Around Windows YES  NO   
Around Doors? YES  NO   
On Corners? YES  NO

Proposed Trim:

Around Windows YES  NO   
Around Doors? YES  NO   
On Corners? YES  NO

Existing Trim Size:

Width:  
Thickness:

Proposed Trim Size:

Width:  
Thickness:

Existing Finish:

- Stained wood
- Painted wood
- Other:

Describe color:

Proposed Finish:

- Stained wood
- Painted wood
- Other:

Describe color:

New Architectural Features: YES  NO

Existing Architectural Features:

- Chimney
- Posts
- Railings
- Deck
- Patio
- Front Porch

Proposed Architectural Features:

- Chimney
- Posts
- Railings
- Deck
- Patio
- Front Porch

Describe the materials used in the construction of any Architectural Features:

New Exterior Doors: YES  NO

Existing Exterior Doors:

- Hinged
- Sliding
- French

Proposed Exterior Doors:

- Hinged
- Sliding
- French

New Exterior Walls: YES  NO

Will any blank or almost blank walls be visible from neighboring properties or public streets? YES  NO

If so, describe landscaping proposal to screen the exposed wall:

New Siding: YES  NO

Existing Finish:

- Stained wood
- Painted wood
- Other:

Describe color:

Proposed Finish:

- Stained wood
- Painted wood
- Other:

Describe color:

**New Exterior Lighting:** YES  NO

**Existing Exterior Lighting:**

- Shielded
- Unshielded
- Downward Facing
- Illumination beyond property
- Sodium Vapor
- Mercury

Tallest fixture, height above ground:

**Proposed Exterior Lighting:**

- Shielded
- Unshielded
- Downward Facing
- Illumination beyond property
- Sodium Vapor
- Mercury

Tallest fixture, height above ground:

**New Utilities:** YES  NO

- Is there currently water connections to the property? YES  NO   
Is there currently sewer connections to the property? YES  NO   
Is there currently storm connections to the property? YES  NO

Describe any new connections:

Describe your proposal from storm water runoff:

**New Fencing:** YES  NO

**Existing Material:**

- Wood boards
- Wood posts
- Wood logs
- Other, describe:

**Proposed Material:**

- Wood boards
- Wood posts
- Wood logs
- Other, describe:

**New Street Access:** YES  NO

Describe vehicular access to the property:

Describe how will you access the property during construction:

**Other considerations (Environmental Studies, easements or other approvals)**

Have any environmental studies, easements, variances, conditional use permits or home occupation permits been issued for this property? If so please provide copies of any and all studies, permits or approvals.

**Please read the following and sign below.**

I certify that to the best of my knowledge the information above is accurate. I have reviewed the applicable Roslyn City Codes and believe this application is in compliance.

**VENUE AND JURISDICTION:** The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in The City of Roslyn, and the parties' rights and obligations hereunder shall be determined in accordance with the laws of the State of Washington.

**FEE GUARANTY:** Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of the fees accrued according to the terms listed in City of Roslyn Fee Schedule and agree to be bound personally as a principal and not as a surety. I recognize that my personal guarantee is part of the consideration for review of the application. I understand that this application does not grant authorization to begin work, and that no work will begin until a permit/authorization is issued. The above information and statements are true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Applicant, if different from owner:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_