



Planning and Development Services

Land Use Submittal Checklist

Urban Design Project Review: Concept Design Review

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#) and have document file names as **listed in bold** below. See document requirement details further below.

Provided	Submittal Checklist	
☐	Cover page	
☐	Table of contents	
☐	Owner's authorization form	
☐	Project narrative	• Project description • Context and urban design response statement w/ diagrams • Code review • Departures w/ diagrams • Response to previous guidance
☐	Urban design context analysis	• Existing conditions description • How context informs the design • Vicinity map • Zoning map • Context maps and diagrams • Context photos w/ key map
☐	Existing conditions plan	
☐	Site plan	
☐	Floor plans	
☐	Architectural massing concepts	
☐	Site sections	
☐	Landscape plan	
☐	Building elevations	
☐	Renderings	
☐	Materials and color palette	
☐	Building sections	
☐	PRE Record Number	PRE
☐	Other	

Additional Notes

The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the [Tipsheet Index](#).

All permit applications must be submitted electronically: <https://aca.accela.com/tacoma/>

An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our [Fee Estimator Tool](#) is encouraged.

Information regarding the time it may take for permit issuance is available on the [Permit Timeline](#) page.

Note: This checklist does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

Updated 12/20/2024

Document Requirements

Document	Required elements & details
Cover page	- Project address - Project name - UDPR step - Applicant team info (developer, architect, landscape architect)
Project narrative	
Project description	Development objectives including: - Approximate number of residential/live-work units - Approximate amount of total non-residential square footage - Approximate number and location of parking stalls - Any intended strategies related to green building and/or historic preservation
Context and urban design response statement w/ diagrams	- Description of existing site conditions (topography, physical and natural features on site, trees >6" dbh). - Description of neighborhood context and how this context will inform the design approach, including any architectural cues. - Description of how the project fits within and contributes to its context and is consistent with the site's zoning and land use designation. - Description of how the proposal intends to address each of the seven (7) UDPR Urban Design Objectives and identify priority design guidelines. - Incorporate supplementary maps, diagrams, precedent images and/or other graphic materials to support this analysis.
Code review	Summary of key applicable development standards and how proposed development will meet these standards.
Departures w/ diagrams	- Summary table for all requested development standard departures, including the following: - Code citation; - Code requirement; - Proposed design departure. - Rationale explaining how the departure results in a project which better meets the intent of the specific standards and how it relates to UDPR Design Objectives and Guidelines. - Graphics, as needed, to clearly explain the departure(s) showing code compliant dimension/area and the requested departure with dimensions/ sq. ft./% of difference.
Response to previous guidance	- Description how the project addresses guidance provided at the Pre-Application Conference. - These responses can be integrated into the "urban design response" or described separately
Urban design context analysis	
Existing conditions description	- Description of the site's existing conditions including, but not limited to, structures, vegetation, and topography. ☐ Description of the surrounding context including, but not limited to, existing structures and uses, known future development, notable cultural and historic information (including landmarks), significant natural resources, and critical areas.
How context informs the design	Description of how the site's context, as described above, informed the proposed project's design
Vicinity map	☐ Aerial photograph that clearly identifies the proposal in relation to the surrounding land for an area covering at least a 9 blocks (3 x 3) area with the subject site centered. Note date of photography and any site conditions changed since photo. ☐ Label surrounding rights-of-way (streets, trails, and rail), uses, structures, and natural features.
Zoning map	☐ Graphic that clearly identifies the site in relation to the surrounding land for a distance of at least a 9 block (3 x 3) area with the subject site centered. ☐ Label surrounding rights-of-way (streets, trails, and rail), zoning, overlays, and mapped critical areas.
Context maps and diagrams	Aerial photograph that clearly identifies the proposal in relation to the surrounding land for an area covering at least a 9 blocks (3 x 3) area with

	the subject site centered. Note date of photography and any site conditions changed since photo. ☐ Label surrounding rights-of-way (streets, trails, and rail) ☐ Identify access and mobility opportunities and constraints, including pedestrian routes, transit routes and stations, bike routes, and any notable traffic patterns. ☐ Identify community nodes, connectors, barriers, and edges ☐ Identify any historic and/or cultural landmarks, public art, and commercial or cultural districts ☐ Identify any public or private, community facilities such as schools and libraries, and arts/cultural facilities such as galleries, theatres, or cultural gathering locations. ☐ On the adjacent block faces and across the street(s), indicate all existing street-level uses. ☐ Identify recognized landmark/destinations; include existing public art and/or notable architecture.
Context photos w/ key map	• Site photos • Photo montage of all abutting street frontage streetscapes (3 strips per page max) with callouts of relevant datum lines, parcel/siting pattern, fenestration patterns, roof forms, etc. • Include any landmark buildings located within 600 ft. of the vicinity of the project (e.g. historic, notable architecture, public/community/cultural facilities, etc).
Existing conditions plan	☐ Legal description ☐ Include property lines and dimensions. ☐ Location, dimensions, gross floor area of existing structures on-site and their distances to proposed and existing property lines. ☐ Location and dimensions of vehicular and pedestrian access points (e.g., curb cuts) and other paved areas. ☐ Critical areas on the site, and within 150 feet of the site boundaries and affecting the site, including buffers. • Existing tree survey, identifying species (common and scientific), trees 6" or greater in diameter as measured 4.5' above the ground located on the site. ☐ If regulated trees are present, an Arborist Report is needed, and the findings should be referenced in the packet. • Adjacent structures footprints within first 30' on all sides. Include use, height in stories, windows, and pedestrian and vehicular access points facing common property lines. ☐ Topography of site at 5-foot intervals or less. Include spot elevations at property corners. ☐ Utilities, including public and private water, sewer and stormwater mains and services. ☐ Public and private easements affecting the subject site. ☐ Location and dimensions of adjacent rights-of-way and improvements, including street trees.
Site plan	Conceptual site plan(s) including: ☐ North arrow ☐ Graphic scale ☐ Development program with estimates of the number of residential units and non-residential space (sq. ft.). ☐ Property lines and dimensions. ☐ Location, dimensions, and gross floor area of proposed structures and their distances to property lines. ☐ Ground level floor plan with uses.

	☐ Vehicular, pedestrian, and bicycle facilities, parking areas and other related infrastructure. ☐ Estimates of parking spaces. ☐ Landscape area. ☐ Location and type of amenity spaces. ☐ Location of mechanical and accessory structures. ☐ Location of outdoor storage or display areas. ☐ Location of trash/recycling collection areas. ☐ Location of freestanding signs. ☐ Service truck access routes. ☐ Loading areas. ☐ Location and type of proposed screening and buffering. ☐ Location and type of exterior lighting, including parking lot and building. • Adjacent structures footprints within first 30' on all sides. Include use, height in stories, windows, and pedestrian and vehicular access points facing common property lines. ☐ Critical areas on-site or nearby affecting the site. ☐ Relationship of proposed development to significant site features and trees. On-site trees labeled for retention (with CRZ) or removal. ☐ Proposed spot elevations that indicate relationships of exterior to interior spaces, proposed grade changes that integrate building into site conditions and existing trees to be retained, and how proposed grades relate to existing grades along property lines. Include proposed retaining walls, stairs, ramps, etc. as needed. ☐ Existing and expected utilities, including public and private water, sewer and stormwater mains and services. ☐ Existing and expected public and private easements. ☐ Location and dimensions of adjacent rights-of-way and improvements, including street trees. Note any expected changes to rights-of-way dimensions and/or improvements. ☐ Preliminary grading plan with contours at 5-foot intervals or less.
Floor plans	☐ Floor plans with uses labeled, gross floor area, including structured parking for: ○ Ground floor ○ Upper floor(s) ○ Below-grade floor(s) ☐ Include pedestrian entrances and circulation, outdoor areas, and vehicular access points and circulation.
Architectural massing concepts	• Preferred architectural massing concept showing your design thinking process and how the designs respond to the context and design guidelines. • If the preferred concept reflects proposed departures that affect massing, include at least one code compliant concept with no departures. • Indicate preferred massing concept. • Incorporate conceptual floor plans, using color to differentiate uses, depicting their relationship with property lines, significant site features, and adjacent structures and uses. • For each option, include property lines and relevant spot elevations to show relationship of buildings to site levels. • For each option, include buildings (with roof overhangs), other site plan features such as access and site circulation, proposed ground-level and upper-level open space layout, streetscape features, vehicle and bicycle parking, service areas, etc.

	• Include comparative analysis of these concepts side-by-side. For each concept, list opportunities and constraints of each option and describe how the urban design analysis has informed these concepts. • Basic sun/shadow graphical analysis at following times*: March/Sept 21 (combined); June 21; Dec 21; at 9am; noon; 3pm; equinox should be bigger; shadow cast by proposal should be differentiated from existing ones, by darker tone or color. * This analysis is only required if the proposal may impact a nearby public park, plaza, or similar facility.
Site sections	☐ Site sections extending to adjacent buildings within 100 feet of the property line. ☐ Section through the most critical area of the structure(s) with property lines, preliminary floor to floor heights, overall height, and spot elevations noted. • Include at least one section through building perpendicular to each abutting right-of-way. This must depict the building's distance from property lines and adjacent right-of-way improvements (existing/proposed) and dimensions of adjacent sidewalks, amenity zone, and the curb lane.
Landscape plan	• Plan illustrating landscape design concept. • General location and type of proposed and retained trees (with CRZ), shrubs and ground cover with sample plant selection list and images of plant materials that illustrate planting concepts. • Indicate any existing vegetation to be retained. • Include buildings and abutting street rights-of-way. • Indicate and label location and approximate sizes of exterior open spaces and amenity spaces, pedestrian circulation noting accessible routes, vehicular circulation, access to service areas. • Indicate and label location of fences, site furniture, bike racks, and other relevant site elements. Include inspiration or sample photos/illustrations. • Include material descriptions and sample images for paving and other hardscape elements. • Include concept design and/or inspiration photos/illustrations of any unique site elements. • Illustrate integration of site spaces with building use areas.
Building elevations,	☐ Elevation drawings of all sides of each structure. ☐ Include mechanical screens and venting locations. ☐ Include locations of doors, windows, and weather protection. ☐ Note locations reserved for any exterior artwork. ☐ Identify material, textures, and color selections. (Optional) ☐ Include shadows to show modulation. ☐ Include contextual street elevations showing the proposed buildings in relation to adjacent structures in relative scale.
Renderings	• Axonometric drawings, perspective drawings, color rendering or other three-dimensional representations to adequately illustrate the proposal.
Materials and color palette	☐ Material and descriptive color details ☐ Material callouts on elevations that correspond to and are keyed to the palette. ☐ Photograph of material and color board with accurate colors and materials call-outs. ☐ Particularly important or unique materials should have samples provided for the UDB meeting, if applicable.
Building sections	• Include property lines. • Include corner spot elevations. • Include height dimensions (overall from grade and floor-to-floor).

	• Include grade lines and approximate profile of adjacent buildings. • Include interior and exterior uses.
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