Planning and Development Services

Land Use Submittal Checklist
Urban Design Project Review: Final 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[1] • Departures w/ diagrams • Response to previous guidance
☐	**Urban design context analysis**[1]	
☐	**Existing conditions plan**[1]	
☐	**Site plan**	
☐	**Floor plans**	
☐	**Architectural massing concepts**	
☐	**Site sections**	
☐	**Landscape plan**	
☐	**Building elevations**	
☐	**Renderings**	
☐	**Materials and color palette**	
☐	**Building sections**	
☐	**Exterior lighting plan**	
☐	**Signage plan**	
☐	**Preliminary site development plan**	
☐	*PRE Record Number*	PRE
☐	*LU – SEPA Record Number (when applicable)*	LU
☐	*Copy of **SEPA Determination** and Checklist if issued by Lead Agency Other than City of Tacoma*	
☐	*Other*	

[1] Include only if updates, revisions, or corrections are made to previously submitted information. Refer to CDR checklist for document requirements.

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.

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 Tip Sheet 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.

Document Requirements

Document	Required elements & details
Cover page	• Project address • Project number • Project name • UDPR step • Applicant team info (developer, architect, landscape architect)
Project narrative	
Project description	Development objectives including: • Number of residential/live-work units • Amount of total non-residential square footage • Number and location of parking stalls • Include any incorporated strategies related to green building and/or historic preservation
Context and urban design response statement w/ diagrams	• Summary of how the site's context informs the design approach. ☐ Description of how the proposal **meets** each of the UDPR Urban Design Objectives and identify which design guidelines are incorporated into the proposal. ☐ Incorporate supplementary maps, diagrams, precedent images and/or other graphic materials to support this analysis.
Code review[1]	• 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 Concept Design Review step. • These responses can be integrated into the "urban design response" or described separately
Site plan	Final site plan(s) including: • North arrow • Graphic scale • Development program with proposed number of residential units and non-residential space (sq. ft.). • Property lines and dimensions.

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	☐ 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, including vehicle and bicycle battery charging provisions. Include dimensions of proposed improvements. ☐ Number of parking spaces. ☐ Landscape area. ☐ Location, type, and dimensions of amenity spaces. ☐ Location and dimensions of mechanical and accessory structures. ☐ Location and dimensions of outdoor storage or display areas. ☐ Location and dimensions of trash/recycling collection areas. ☐ Location and dimensions 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 proposed utilities, including public and private water, sewer and stormwater mains and services. ☐ Existing and proposed 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. ☐ Proposed grading/final contours at 5-foot intervals or less.
Floor plans	☐ Dimensioned floor plans with uses labeled, gross floor area, including structured parking for: o Ground floor o Upper floor(s) o Below-grade floor(s) ☐ Include pedestrian entrances and circulation, bicycle storage, outdoor areas, and vehicular access points and circulation. ☐ Include building modulation indicating solid walls, glazing, and changes in material. ☐ Reflect major grade changes, retaining walls, and relevant spot elevations.
Architectural massing concepts	• Proposed final architectural massing plan that is responsive to Concept Design guidance. • Incorporate proposed floor plans, using color to differentiate uses, depicting their relationship with property lines, significant site features, and adjacent structures and uses. • Include property lines and relevant spot elevations to show relationship of buildings to site levels. • 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

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	areas, etc.
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. • 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, 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. • If warranted by complexity of grade levels, include a detailed grading plan to show relationship between site levels and building floor levels, slopes at use areas and pedestrian and vehicle circulation, and how grades meet existing conditions at property lines and CRZs of trees to be retained. Include spot elevations at tops and bottoms of walls and stairs as well as general grades at sloped areas.
Building elevations	☐ Elevation drawings of all sides of each structure. ☐ Include mechanical screens and venting locations and designs. ☐ Include door and window treatments, weather protection, and exterior lighting. ☐ Note locations reserved for any exterior artwork. ☐ Identify material, textures, and color selections. ☐ Include scale figures and transparent street trees and planned landscaping. ☐ Include shadows to show modulation. ☐ When privacy impacts to neighbors are an issue, include fenestration plans of the facing elevations to demonstrate minimizing direct views between the buildings.
Renderings	☐ Axonometric drawings, perspective drawings, color rendering or other three-dimensional representations to adequately illustrate the proposal. ☐ Include eye level perspective renderings from two opposite street locations. ☐ Include at least one rendering depicting entire project with adjacent buildings in context.
Materials and color palette	• Material and descriptive color details. • Material callouts on elevations that correspond to and are keyed to the palette.

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	• Photograph of material and color board with accurate colors and materials call-outs.
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.
Exterior lighting plan	• Final location of exterior lights and indication of light spillage at night. • Include description, images, color and finish of selected fixtures.
Signage plan	• Signage plan indicating areas on the building/site where signage might be mounted, any specific building identification signage and any building management signage plan outlining requirements for signage design.
Preliminary site development plan	A surveyed site plan that shows retention of natural features, existing and proposed grades, and retaining walls and includes the following: ☐ Parcel line(s), north arrow, graphic scale and two foot contours. ☐ Location and square footage for existing and proposed site improvements including, utilities, stormwater and drainage facilities, construction and clearing limits, and off-site improvements. Include the amounts and specifications for all draining, excavation, filling, grading or dredging. ☐ Identify all trees that will be removed and preserved, and include the method by which the critical root zone of retained trees will be protected during construction, such as fencing. ☐ Proposed public and private easements. ☐ If the site is within a floodplain, base flood elevation, floodplain type and boundary and floodways. When Critical Areas are affected include: ☐ Critical Areas including all surveyed, delineated wetland boundaries, and the ordinary high water mark of any stream and their buffers, and all Fish and Wildlife Conservation Areas (FWHCA), and any FWHCA Management Areas, as well as floodplain boundary, and top and toe of slopes related to geologically hazardous areas. ☐ The square footage of the existing critical areas and buffers located on-site and the location and square footage of any impacted areas. ☐ Locations of all data collection points used for the field delineation and general location of off-site critical areas and any buffer that extends onto the project site. Include location and dominant species for significantly vegetated areas and general location for habitat types. ☐ The location and square footage of impact areas, mitigation areas and remaining critical and buffers, geo-setbacks or management areas; including areas proposed for buffer modification.

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