



## Permit Center

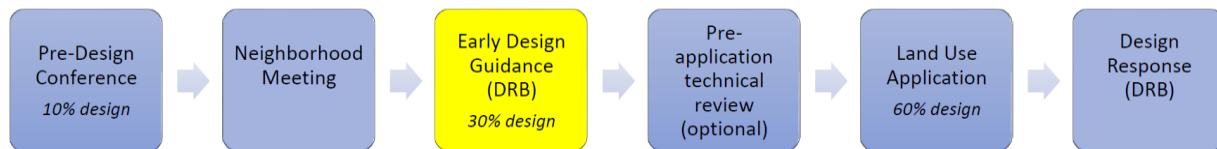
210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382

Email: [permits@cob.org](mailto:permits@cob.org) Web: [www.cob.org/permits](http://www.cob.org/permits)

# Urban Village Design Review

## Step 3: Early Design Guidance Packet and Meeting



Early design guidance (EDG) asks the applicant to share the approach for site development and context when a project is at a ~ 30% design. The applicant provides a general site design and massing elevations, explains design concept alternatives/assessment and the architectural influences that will inform the eventual project design, as well as any dialogue on the applicable design intents or possible departures from design standards. This packet should incorporate feedback from the pre-design staff meeting (Step 1) and neighborhood meeting (Step 2).

The information requested in this application is sufficient for the Design Review Board (DRB) to review the proposal for consistency with the Urban Village Design Standards and provide a recommendation. The DRB's recommendation will include guidance to the applicant what, if any, additional guidelines should be incorporated into a proposal prior to submitting a land use permit application.

**Design Review Board (DRB) meetings are generally scheduled the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 3:00 p.m. Your meeting will be scheduled upon confirmation of a complete EDG application based on the submittal requirements below.**

### SUBMITTAL CHECKLIST

- ☐ Completed [Land Use Cover Sheet](#)
- ☐ Neighborhood meeting notes and responses
- ☐ Completed [Design Guideline Checklist](#)
- ☐ Filing fee. This fee is credited to the application fee if application is made within 6 months of the pre-application meeting.
- ☐ Mailing list and labels for each property owner within a 500 ft. radius of the exterior boundary of the subject property
- ☐ Early Design Guidance packet (see requirements below and click [here](#) for an example)

Early Design Guidance packet, including the following information:

- ☐ Cover page with project address, name and description and applicant team information
- ☐ Table of contents (optional but recommended for larger projects)
- ☐ Vicinity map(s) and/or aerial photo(s) within 3 blocks of the property. Label streets, surrounding uses, zoning, public spaces, landmarks, transit routes/stops and pedestrian routes.
- ☐ Photos of the neighborhood context. Include the subject property and adjacent buildings as well as any landmark buildings in the vicinity of the project (e.g. historic, notable architecture, public/community/cultural facilities, etc)
- ☐ Streetscape cross section photos of the block and facing block, with callouts of relevant datum lines, parcel/siting pattern, fenestration patterns, roof forms, etc.
- ☐ Written summary of neighborhood context and architectural cues that will be used to inform the project design.
- ☐ Existing site plan, including property lines, adjacent street names, topography, existing vegetation (including street trees and significant trees), location of surrounding buildings within 30-feet of the property line, utility lines, existing curb cuts, right-of-way width and footprint(s) of existing building(s).
- ☐ Response to required design intents. Include a brief description and supporting images of how the project will respond to the required intent statements.
- ☐ Conceptual massing concepts, with any alternatives being considered. Include abutting sidewalks, access points and significant site features.
- ☐ Architectural design concept, including conceptual floor plans showing uses, and axonometric or other three-dimensional massing diagrams showing how the project relates to the site, street and area surrounding the project.
- ☐ Proposed site plan.
- ☐ Architectural precedent images from the neighborhood and how they will inform the design development.
- ☐ Images supporting any requested departures from the design standards required in Bellingham Municipal Code (e.g. showing design concept with and without the departure).