



Design Review Submittal Requirements

Review of a proposed project is required to ensure that site development, structures and signs conform to the design criteria and requirements of the land use district.

You must apply for this permit online and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

Design Review (LD)

Required Documents
Amenity Plan and Amenity Chart
Bill-To Form
Bird's Eye Perspective
Boundary & Topographic Survey
Building Materials and Color Samples
Building Elevations - show all existing and proposed utilities, building elevations and the proposed location(s) for all signs. Provide conceptual details of the number, sizes and the design, including overall dimensions. All signs must be obtained by separate permit and meet the Bellevue Sign Code (BCC 22B.10).
Description of Proposal & Design Intent
Environmental Checklist
Exterior Lighting Plan
Floor Plan
Geotechnical Report
Preapplication Conference Letter
Preliminary Clearing & Grading Plan
Preliminary Landscape Plan (only required when there are changes to landscaping)
Preliminary Storm Drainage Report - must be stamped and signed by a civil engineer licensed in the state of Washington
Preliminary Street Lighting Plan
Road Plan
Sign Master Plan
Site Plan B - show all existing and proposed utilities, building elevations and the proposed location(s) for all signs. Provide conceptual details of the number, sizes and the design, including overall dimensions. All signs must be obtained by separate permit and meet the Bellevue Sign Code (BCC 22B.10).

Required Documents

Noticing Requirements - The City of Bellevue provides mailed noticing (including labels) to all property owners within 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site for projects requiring Design Review. The applicant will pay \$230 per sign.

Other Requirements

- A reviewer will contact you prior to final approval to submit a set of original drawings reduced to 8½ x 11 inches. A wetland report may be required.
- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.