



Preapplication Conference for Design Review and Master Development Plans

Submittal Requirements

A preapplication conference is required prior to applying for a Design Review (LD) permit or Master Development Plan (LP) permit.

During the preapplication conference, City of Bellevue staff will guide you through the development process and help you understand the code standards, guidelines and policies that will apply to your proposal. The city has emphasized the importance of achieving a fast, efficient and predictable process without compromising quality.

Contact the land use department at 425-452-4188 to schedule a preapplication conference.

Required Information

The following items must be submitted at least three weeks before the preapplication conference date so that staff can become familiar with the proposal and provide the information necessary to provide substantive, useful information.

Complete and submit a [Preapplication Conference Application](#).

1. List of Specific Questions

Please provide a list of specific questions you would like answered by the city review team who will attend the conference. The review team may include representatives from the fire, utilities and transportation departments, as well as clearing & grading, building and land use divisions of the Development Services Department.

2. Graphic Information

The packet should include the graphic information listed below in the order indicated. To assist applicants in creating effective graphic packets, the city has assembled Best of Class examples for each item listed. The images shown in the packet are intended to be aspirational rather than prescriptive. What is most important is the information conveyed and the thought/design process behind it.

a. Project Narrative

- Concise development objectives/summary statement which describes how the project fits within and contributes to its context, as well as any environmentally sustainable ambitions of the project.

- Graphically describe proposed uses (with areas indicated in square feet) for retail, office, residential etc.
- Approximate number of residential units.
- Approximate number and location of parking stalls

b. Design Concept Diagrams and Images

- Written narrative, sketches, diagrams and images which provide the conceptual basis for the proposed development.

c. Ground Floor Plan/Site Plan Standards

- Structure footprint - include property lines and dimensions.
- Topography of the site or other physical features.
- Open spaces and trees.
- Vehicular and pedestrian access - include curb lines and street trees.
- Streets.
- Setbacks.
- Parking – proposed at grade or access to structured parking (show parking plans).
- Use color to differentiate uses in context with property lines and abutting properties.

d. Site Analysis – Existing Conditions

- Zoning of property and vicinity.
- Easements, utilities and fire hydrant locations.
- Aerial photograph or graphic with streets and site vicinity, indicating surrounding uses, structures, zoning and overlay designations, and natural features.
- Vicinity map and photos indicating community nodes and landmarks, and existing notable architectural and siting patterns.
- Axonometric or other three-dimensional drawing, photos or models of the area surrounding the project site.
- Photo montage of the streetscape on both sides of the street identifying the site (three strips per page, maximum) with callouts of relevant datum lines, fenestration patterns, roof forms, etc.
- Precedent images from the neighborhood or beyond that will inform the design development of the proposed development. Clearly caption each and note the specific relevance of the image to the proposed development.

e. Site Analysis – Transportation

- Street frontage improvements.

- Passenger load/unload areas and vehicle paths.
- Short-term delivery area.
- Recycling/trash area and vehicle travel path into and out of proposed building/site.
- Adjacent driveways, including those across the street from the site.
- Map of access opportunities, constraints, pedestrian routes, bus stops, unusual traffic patterns, applicable land use code design standards, guidelines and comprehensive plan policies.

f. Elevation and Massing Diagram Standards

- Maximum allowable building height and the height of the proposal.
- Elevations and massing diagrams developed to a conceptual level. Do not provide fully composed elevations; do vignettes of potential fenestration options for comparison.

g. Design Process

- More than one alternative architectural massing concept showing your design thinking process and how these options respond to the context and design guidelines. Graphics for each option should be comparable and generally show the same development objectives. Include proposed site plan/ground floor plan in context showing the proposed footprint of the structure(s).
- Sun/shadow graphical analysis. For each alternative show/label potential impacts on public parks, plazas or similar. For option, list opportunities and constraints.

h. Responses to Design Guidelines and Comprehensive Plan Policies

- Applicable design guidelines and comprehensive plan policies.
- Brief description of how the proposal meets the intent of the applicable land use code standards, guidelines and comprehensive plan policies.
- Conceptual response to guidelines with concept diagrams or graphics – how the project intends to respond to these guidelines.

i. Focus on the Pedestrian Realm

- Diagrams/sketches and/or images depicting the proposal's response to the streetscape.
- Pedestrian eye-level perspectives that capture the proposal's relationship to the street and context of nearby properties.

3. Submittal Packet Requirements

You have the option of submitting your preapplication packet online or in paper.

Paperless Format

Upload your submittal packet at MyBuildingPermit.com. The city prefers preapplication submittals in paperless format.

- All pages must be numbered.
- All fonts should be legible and 1/8-inch high minimum.
- All graphics should be oriented consistently with street names, north arrow and graphic bar scale.