

Preapplication Conference Submittal Requirements

For Projects Requiring Design Review

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.

Required Information

The following information must be included in your submittal unless waived by the City.

Written Information

List of Specific Questions

Please provide a list of specific questions you would like answered by the City review staff who will attend the conference. The review team will include representatives from the Fire, Utilities and Transportation Departments, as well as Clear & Grade, Building and Land Use Divisions of the Development Services Department.

Preapplication Submittal Packet Requirements

- 11 x 17 design packets, stapled or side bound. Submit copies for each review discipline noted above (6) if applying in paper format.
- Printed double sided and in color.
- All pages numbered
- All type fonts legible and 1/8 inch minimum.
- All graphics should be oriented consistently with street names, north arrow and graphic scale
- Include a table of contents for larger projects.
- Avoid information overload by limiting the size of the packet. Consolidation of information onto clear readable graphics is encouraged.

The information in the packet should be submitted in the following order:

1. Project Narrative

- Concise development objectives/summary statements which describe how the project fits within and contributes to its context, as well as any environmentally sustainable ambitions of the project Areas (in square feet) for retail, office, residential etc. and approximate number of residential units.
- Approximate number and location of parking stalls.

2. Design Concept Diagrams and Images

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

3. 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.

4. Site Analysis – Existing Conditions

- Zoning of property and vicinity.
- Easements, utilities, and fire hydrant locations
- Aerial photograph or graphic with streets and site labeled of the site vicinity, indicating surrounding uses, structures, zoning and overlay designations, natural features.
- Vicinity map and photos indicating community nodes and landmarks, and existing notable architectural and siting patterns.
- Axonometric or other 3-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, max) 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.

5. Site Analysis – Transportation

- Show street frontage improvements
- Show how passenger load/unload is accommodated.
- Show how short-term deliveries are accommodated.
- Show recycling/trash vehicle path into and out of proposal.
- Show 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.

6. Elevation and Massing Diagram Standards

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

7. Design Process

- Present 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 structure(s) footprint.
- Provide a basic sun/shadow graphical analysis. for each alternative Show/label potential impacts on public parks, plazas or similar. For option, list opportunities and constraints.

8. Responses to Downtown Design Guidelines and Comprehensive Plan Policies

- Identify 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 project intends to respond to these guidelines.

9. Focus on the Pedestrian Realm

- Include 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.