

DESIGN STANDARDS PERMIT REQUIREMENTS

GENERAL INFORMATION

The City's Design Review requirements are codified in Mount Vernon Municipal Code (MVMC) Chapter 17.70. Design review is required for all of the following types of projects:

- All duplex and multi-family structures regardless of what zoning designation they are constructed within
- Subdivisions that are PUDs, utilize TDRs, or where the average lot size 7,600 square feet or less
- Most new development and improvements made within the City's Historic Downtown

SUBMITTAL REQUIREMENTS

One paper copy and one copy in an electronic format (complying with the City's Electronic Document Requirements) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**. Application fees are required to be paid when an application is submitted to the City. The total fee amount will be determined at a pre-submittal meeting with a staff planner.

1. MASTER LAND USE APPLICATION FORM

Is a form on which an applicant provides their name and contact information and other information needed to process this permit. This form is required to be downloaded from the City's Permit Portal and filled out.

2. DESIGN STANDARD CHECKLIST FORM

Is a checklist form upon which an Applicant documents compliance with the Design Review Standards by indicating where required items are located on the submitted plans. This form is required to be downloaded from the City's Permit Portal and filled out.

3. DESIGN STANDARD PLANS

Are to-scale plans containing all of the information listed as required in MVMC Chapters 17.70 and 14.05. Applicant's are required to download and complete a Design Standards Checklist form that outlines in detail what each of the below-listed submittal items are required to contain.

- A. Site Plans
- B. Architectural Floor Plans and Elevations
- C. Landscape Plans
- D. Plan Showing Relationship to Nearby Structures

PROCESS AND TIMING

The time it takes to approve the Design Standards plans depends on how complex a project is, how many corrections Applicants are required to make, and how quickly and completely Applicants respond when we ask for corrections to the plans and/or materials submitted to us. We try to finish our initial review two weeks. We often ask you to make corrections after the initial review, which triggers a second review of your corrected plans.

ADDITIONAL INFORMATION

- Applicants are responsible for submitting complete applications
- The City's permit portal contains copies of the forms identified within this handout that are required to be filled out and submitted
- Only after completing this land use process are Applicants able to submit construction related permits, e.g. Building Permit(s) and/or Fill & Grade Permit(s)

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.