



## PRELIMINARY DESIGN REVIEW APPLICATION

Liberty Lake Planning, Engineering & Building Services  
 22710 E Country Vista Drive, Liberty Lake, WA 99019  
 Phone: (509) 755-6704 Fax: (509) 755-6713  
 Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)  
 Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

Design Review by the Planning Commission Sub-Committee is usually held within 3 weeks from the date the City receives the completed application packet. For a complete packet, the following items must be submitted along with this application (drawings should be to-scale and include a scale bar, north arrow and dimensions on the building elevation heights, driveway widths, parking space width and length, island widths, walkway widths and perimeter buffer widths):

- **Code compliance document** outlining how the project meets pertinent Code sections
- **Revised site plan** incorporating any suggestions from the Pre-Application Meeting
- **Building elevations** showing building detail with proposed materials and colors shown and defined
- Any **renderings or perspective drawings** available
- **Preliminary landscape plans** showing islands, walkways and perimeter buffers to scale

**All submittal documents should be provided as electronic files (no hard copies) via email to Planning, Engineering & Building Services at [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov).**

<b>Property Owner's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Applicant's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Project Contact's Name:</b>	
Email:	Phone:

Site Specific Information	
Project Address:	Assessor's Tax Parcel:
Building Sq Ft:	Parcel Size: <span style="float: right;">acres    sq ft</span>
Building Use:	# of Parking Spaces:
<b>Project Description:</b>          	

Required Signatures
BY SIGNING BELOW, I ACKNOWLEDGE THAT TO MY KNOWLEDGE THIS SUBMITTAL MEETS ALL CITY ZONING AND CODE REQUIREMENTS.

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<b>Property Owner's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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