



Design Review Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Design Review Submittal Requirements:

Nine color, hard copies and one electronic copy are required for each submittal for review by the Design Review Board.

Applicant / Staff Verify

___ / ___ **Completed Application**

___ / ___ **Application Fee**

___ / ___ **Buildings and Site Development Plans.** Site plan at an engineering scale from 1 inch = 20 feet to 1 inch = 50 feet, showing;

___ / ___ Location of all proposed structures and any existing structures to be retained or incorporated into the development;

___ / ___ Location of building setback lines;

___ / ___ Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways;

___ / ___ Parking lot layout, design and, when applicable, loading areas;

___ / ___ Public improvements including sidewalks, curbs, gutters, etc;

___ / ___ Location of existing trees and vegetation to be retained;

___ / ___ Building material samples and color chips;

___ / ___ Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings;

___ / ___ Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening);

___ / ___ Roof plan including the location of mechanical equipment;

___ / ___ A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties. All commercial projects require a lighting plan.

Sign Plans.

___ / ___ The site plan and associated documents shall include and show accurately sign location and appropriate setbacks from property lines;

___ / ___ Sign dimensions, size height and length;

___ / ___ A colored illustration of the proposed sign(s);

___ / ___ An example of the type of materials(s) to be used for the sign;

___ / ___ Color samples and proposed color(s);

___ / ___ For wall or building mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same façade or common building wall;

___ / ___ Associated documents shall include the dimensions, area in square feet, and style of letters/symbols of the proposed signs.

- ___ / ___ **Landscape Plans.** Site plan at an engineering scale from 1 inch =20 feet to 1 inch = 50 feet, showing:
- ___ / ___ Location of all proposed structures and any existing structures to be retained or incorporated into the development;
- ___ / ___ Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways;
- ___ / ___ Parking lot layout, design and loading areas when applicable;
- ___ / ___ Public improvements including sidewalks, curbs, gutters, etc;
- ___ / ___ Location and size of existing trees and vegetation to be retained;
- ___ / ___ Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings;
- ___ / ___ Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes;
- ___ / ___ Photographs of proposed plant material;
- ___ / ___ Plans showing proposed grading/topography, drawn to the same scale as the landscape plan;

The director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.