SUBMITTAL REQUIREMENTS FOR:
DESIGN REVIEW BOARD

PLANNING

DEAR APPLICANT:

In order for Staff and the Design Review Board to be able to properly evaluate your project, the following information relevant to the project needs to be included on the <u>Project Plans</u> submitted for review. Please indicate which items have <u>not</u> been included in the packet and provide a statement as to why they cannot be supplied.

GENERAL SUBMITTAL REQUIREMENTS

1. Prepare a <u>Cover Sheet</u> with the following information:

   ☐ Sheet index
   ☐ Project data (lot size, zoning, parking etc)
   ☐ Vicinity map showing sufficient detail to locate site

2. Prepare a <u>Site Plan</u>, clearly and legibly drawn to scale with the following information:

   ☐ Property lines
   ☐ Existing and proposed improvements with dimensions to all property lines
   ☐ Buildings on adjacent sites (approximate location to shared property lines)
   ☐ Site section (for projects involving hillside/ridgeline lots)
   ☐ Topography lines (for projects involving hillside/ridgeline lots)
   ☐ Site details (i.e., screen walls, trash enclosures, trellises, decks, etc.)
   ☐ Photos with locations keyed to site plan
   ☐ Aerial photos (where appropriate)

3. Prepare a <u>Floor Plan</u>, clearly and legibly drawn to scale with the following information:

   ☐ Overall Floor Plan
   ☐ Windows and exterior doors located
   ☐ Exterior dimensions

4. Prepare <u>Exterior Building Elevations</u>, clearly and legibly drawn to scale with the following information:

   ☐ Building elevations with height dimensions (for Downtown projects, show adjacent structures, and include photo-simulation where appropriate)
   ☐ Door and window locations
   ☐ Roof elements
   ☐ 3-Dimensional analysis (Downtown-where appropriate)

5. Prepare a <u>Roof Plan</u>, clearly and legibly drawn to scale with the following information:

   ☐ Eve overhangs, ridges, hips and valleys
   ☐ Roof pitch

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620-F003-0617

6. Prepare a <u>Preliminary Landscape Plan</u>, clearly and legibly drawn to scale with the following information:

☐ Existing trees (show species type, drip line and tree diameter measured 4 ½ feet above natural grade)
☐ Proposed tree location, type, quantity, and size (i.e. 15 gal)
☐ Proposed plant materials, type, location, and size
☐ Hardscape locations and finishes
☐ Water features

MATERIALS AND COLORS LABELING

Windows

☐ List type of frames (wood, aluminum, vinyl, etc.)
☐ Indicate color of exterior frames
☐ Label type of muntins or grilles (i.e., indicate us of: no muntins; interior muntins; simulated divided light or true divided light)

Exterior doors

☐ List type of frames (wood, aluminum, vinyl, etc.)
☐ Indicate color
☐ Label type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)

Siding

☐ Show locations of all siding (if more than one type)
☐ Show direction of material for wood siding (horizontal or vertical)
☐ Label masonry manufacturer and model for manufactured stone or brick
☐ Label type of stone, indicate if real
☐ Show/label masonry caps and trim
☐ Label type of texture if stucco
☐ Label sizes of all decorative trim for doors, windows, skirts, braces, posts, etc.
☐ Label with color scheme (Body, Trim, and Accent) and list colors in a legend

Roofing

☐ Label with type of material (wood, simulated shakes, metal, tile, composition)
☐ Label with manufacturer and color
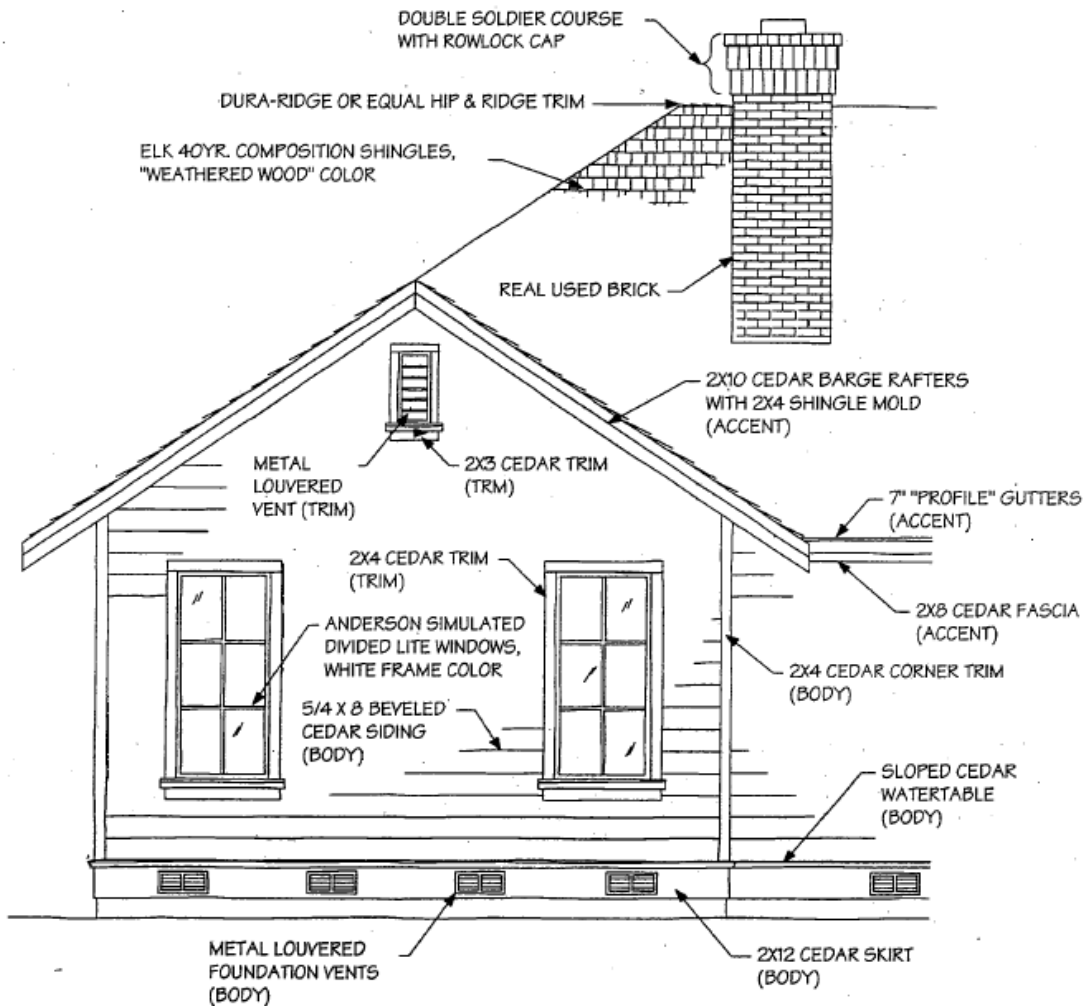
Driveways, walks, decks & patios

☐ Label with type of material
☐ Label with color and finish texture
☐ Show railing details, finishes and materials

Lighting

☐ Show location and type of fixture (uplight, downlight, flood, lantern)
☐ Show proposed landscape lighting, fixture type, and size (i.e. height)
☐ Provide fixture cut-sheets (commercial projects)

Please submit a copy of the completed checklist along with your project plans to the Planning Division each time you submit an application for Planning Review.

SAMPLE OF MATERIALS AND COLORS LABELING

FRONT ELEVATION
1/4" = 1'-0"

"( )" DESIGNATES PAINT COLOR

BODY = KELLY MOORE #XYZ
TRIM = KELLY MOORE #XY
ACCENT= KELLY MOORE #X