



DESIGN REVIEW APPLICATION DETAIL

Application May precede or accompany a building permit application.

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____
Received By: _____ Project Planner: _____ Related Cases: _____

Project Name: _____
Site Address: _____
Applicant Name: _____
Phone No.: _____
E-Mail Address: _____
Description of Project _____

Minimum Submittal Requirements:

1. General Land Use Application
2. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one square mile, and not more than forty square miles.
3. Two (2) full-sized (24"X36") and one reduced (11"X17") set of each of the following plans:
4. Detailed Site Plan, illustrating:
 - o Property lines with distances.
 - o Adjacent public rights-of-way.
 - o Existing and proposed grades at 2-foot contour intervals.
 - o Existing and proposed site features.
 - o Existing and proposed building footprint(s) with dimensioned setbacks from property lines.
 - o Clearly delineated and labeled landscape and hardscape areas.
 - o Location of above-ground mechanical/utility equipment and how it will be screened.
 - o Solid waste collection location and enclosure/screening.
 - o Existing or proposed retaining walls or fences with spot elevations at top and bottom.
 - o Plan notes indicating types of hardscape material.
 - o Light post locations.
 - o Location of all other site features including: pedestrian amenities, bicycle racks, and lockers, bus stop, monument or free-standing signs, mail kiosks, and etc.
5. Detailed Landscape Plan, illustrating:
 - o Location of existing (to remain) and proposed plants.
 - o Type of existing and proposed plants (i.e., groundcover, shrub, tree).
 - o Graphic depiction of the size of proposed tree canopies at maturity on plan.
 - o Clearly delineated and labeled landscape, hardscape, and building areas.
 - o All features included on the detailed site plan.
 - o Location and spacing of proposed plantings.
 - o Common and botanical names of each species.
 - o Container or caliper size of plants at installation.
 - o Quantities of plant material by species and size at installation.

6. Detailed Building Elevations (fully scale and dimension each elevation), illustrating:
 - Building elevations of all sides of the building(s) labeled as north, south, east or west elevation.
 - Location of building doors and windows.
 - Proposed building and roof materials.
 - Indicate finished floor elevations and location of exterior steps and stairways.
 - Area(s) on building where signs will be installed.
 - Color rendering of any building elevation visible from a public right-of-way.
 - Exterior building details, including all materials and colors.
 - Window details, including materials and colors of framing and glazing materials.
 - Door details, including materials and colors.
 - Roof details, including materials and colors.
 - Finished floor elevation(s).
 - Location of exterior light fixture(s).
 - Location and type of major sign(s).

7. Detail Sheet (fully dimension and scale each detail):
 - Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
 - Exterior light fixture detail or cut sheet.
 - Solid waste collection enclosure/screen detail.
 - Each type of pedestrian amenity.

8. Colors and Materials Board (attach sample of each):
 - Building and roof materials.
 - Building trim colors.
 - Window materials.
 - Colors of major signs.
 - Recreation areas including any proposed equipment or swimming pools.
 - Mail kiosks (if any)