

STREAMLINED DESIGN REVIEW: EARLY DESIGN GUIDANCE PACKET REQUIREMENTS

The following information in the packet should be included in the following order.

Section	Information to be included in each Section
Packet Standards	<ul style="list-style-type: none"> <input type="checkbox"/> 11x17 sized design packets. Stapled or side bound. <input type="checkbox"/> Printed double sided and in color. (No plastic covers). <input type="checkbox"/> All pages numbered. <input type="checkbox"/> All type fonts legible and 1/8" minimum <input type="checkbox"/> All graphics should be oriented consistently with street names and north arrows. <input type="checkbox"/> All drawings should fill the 11"x17" page; 1" white margins are adequate.
Cover	<ul style="list-style-type: none"> <input type="checkbox"/> Project address. <input type="checkbox"/> Project number. <input type="checkbox"/> Graphics as design team sees appropriate.
Proposal Description	<ul style="list-style-type: none"> <input type="checkbox"/> Number of residential units (approx). <input type="checkbox"/> Amount of total commercial square footage, number of live work units (approx). <input type="checkbox"/> Number and location of parking stalls (approx). <input type="checkbox"/> Aerial photograph with streets and site labeled (9 block area).
Context Analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Vicinity map, indicating surrounding uses, structures, zoning, and overlay designations and natural features.
Existing Site Conditions	<ul style="list-style-type: none"> <input type="checkbox"/> Map of zoning, existing uses and structures. <input type="checkbox"/> Site plan or survey with dimensions and lot size. <input type="checkbox"/> Topography of the site or other physical features. <input type="checkbox"/> Tree survey, identifying trees 6" or greater in diameter measured 4.5' above the ground located on the site (see Tip 242).
Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed structure(s) footprint. Composite ground floor plan desired. Include property lines. Include setback and separation dimensions, and overall structure dimensions. Show outlines of existing structures on adjacent sites. <input type="checkbox"/> Open/amenity spaces. Landscaping. <input type="checkbox"/> Vehicular and pedestrian access with adjacent ROW dimensions. <input type="checkbox"/> Legal description.
Zoning Data	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Brief</u> summary of applicable development standards and how proposed development will meet these standards.
Design Guidelines	<ul style="list-style-type: none"> <input type="checkbox"/> Identify priority design guidelines. <input type="checkbox"/> Brief description of how the proposal meets the intent of the applicable design review guidelines, especially the ones designated high priority in the SDR checklist.

STREAMLINED DESIGN REVIEW: EARLY DESIGN GUIDANCE PACKET REQUIREMENTS

Section	Information to be included in each Section
Architectural Concept	<ul style="list-style-type: none"> <input type="checkbox"/> Elevations – may be conceptual. <input type="checkbox"/> Basic floor plans – may be conceptual. <input type="checkbox"/> Include material and color callouts <input type="checkbox"/> Show siting, massing, open space, façade treatments, and access. <input type="checkbox"/> One or more color renderings adequate to depict the overall massing of structures and the design concept. <input type="checkbox"/> Show the proposed development in relationship to existing adjacent structures <input type="checkbox"/> Three dimensional studies and sketches, including those at the street level are optional, and may assist the planner in evaluating the design proposal.
Adjustments	<ul style="list-style-type: none"> <input type="checkbox"/> Departure summary table for all potential development standard adjustments, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> Code citation; <input type="checkbox"/> Code requirement; <input type="checkbox"/> Proposed design departure; <input type="checkbox"/> Rationale explaining how the adjustment results in a project which better meets the intent of the design guidelines; <input type="checkbox"/> Graphics as needed to explain the adjustment(s) showing code compliant and requested adjustment with dimensions.