DESIGN REVIEW: RECOMMENDATION PROPOSAL PACKET CHECKLIST

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

Section	Information to be included in each Section
1.0 Packet Standards	☐ 1.1: 11x17 sized design packets. Stapled or side bound. ☐ 1.2: Printed double sided and in color. (No plastic covers). ☐ 1.3: All pages numbered. ☐ 1.4: All type fonts legible and 1/8" minimum ☐ 1.5: All graphics should be oriented consistently with street names and north arrows. ☐ 1.6: All drawings should fill the 11"x17" page; 1" white margins are adequate.
2.0 Cover	☐ 2.1: Project address. ☐ 2.2: Project number. ☐ 2.3: Meeting type and meeting date.
3.0 Proposal	☐ 3.1: Number of residential units (approx). ☐ 3.2: Amount of total commercial square footage, number of live work units (approx). ☐ 3.3: Number and location of parking stalls (approx). ☐ 3.4: Aerial photograph with streets and site labeled (9 block area).
4.0 Summary Context Analysis	☐ 4.1: Aerial photograph with streets and site labeled. ☐ 4.2: Vicinity map, indicating surrounding uses, structures, zoning, and overlay designations. ☐ 4.3: Axonometric or other three-dimensional drawing, photos or models of the nine block area (3 block x 3 block area) surrounding the project site.
5.0 Existing Site Conditions	☐ 5.1: 9-block (3 block x 3 block area) map of zoning, existing uses and structures.
6.0 Zoning Data	☐ 6.1: Brief summary of applicable development standards and how proposed development will meet these standards. (1 page)
7.0 Composite Site Plan	☐ 7.1: Building ground floor and use labels. ☐ 7.2: Basic site landscape elements and features. Identify any Exceptional Trees and tree protection areas. ☐ 7.3: Vehicular and pedestrian access. ☐ 7.4: All property lines (in red) with dimensions. ☐ 7.5: Spot elevations at property corners, setbacks and dimensions. ☐ 7.6: Street names, curb lines and trees including dimensions. ☐ 7.7: Adjacent buildings and features (within 30' min) including basic landscaping/trees, building footprints and uses if known. ☐ 7.8: Other useful site/context information. ☐ 7.9: Dimensions.

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8.0 Itemized Response to EDG	☐ 8.1: Brief description of how the proposal meets the intent of the applicable citywide and neighborhood design review guidelines. ☐ 8.2: May include pictures or diagram of project specifics to contextualize or visually demonstrate. ☐ 8.3: Item by item response (2-3 lines) to specific guidance from the EDG report.
9.0 Floor Plans	☐ 9.1: Include property lines. ☐ 9.2: Identify major uses and elements for all floors. ☐ 9.3: Clearly indicate residential entries/primary entry/commercial entries and spot elevations. ☐ 9.4: Clearly indicate vehicular access. ☐ 9.5: Building modulation (including solid and glazing at walls and structural columns). ☐ 9.6: Major grade changes, retaining walls and relevant spot elevations. ☐ 9.7: Setbacks, including dimensions. ☐ 9.8: Adjacent building locations within 20'of property line, features (courtyard, setbacks) and ground floor uses. ☐ 9.9: Indication of any sections provided.
10.0 Composite Landscape/ Hardscape Plan	☐ 10.1: Ground plane and all roof gardens, terraces, etc. ☐ 10.2: Include basic material notes. (Species and size). ☐ 10.3: Provide photo/images of specified plants. ☐ 10.4: Design of seating types, and other special features. ☐ 10.5: Design of soft and hardscape materials.
11.0 Elevations	☐ 11.1: Include property lines; corner spot elevations; height dimensions (overall from grade and floor-to-floors). ☐ 11.2: Basic material textures and notes, especially along entire ground levels. ☐ 11.3: Include scale figures and "transparent" street trees/landscape foliage. ☐ 11.4: Shadows to show modulation optional, but should use light tone to not obscure architectural finishes. Shadow lines should accurately reflect depth of modulation. ☐ 11.5: When privacy impacts to neighbors are an issue, include fenestration plans of the facing elevations to demonstrate minimizing direct views between the buildings. ☐ 11.6: Exterior venting locations and designs. ☐ 11.7: Materials call outs – see Material and Color Palette below.
12.0 Material and Color Palette	☐ 12.1: Material and descriptive color details. ☐ 12.2: Material callouts on elevations that correspond to and are keyed to the palette. ☐ 12.3: Photograph of material and color board with accurate colors and materials call-outs. ☐ 12.4: (Physical color and material board should be provided at meeting itself; where colors/materials are critical issues, Planner may request physical samples or reduced size palette board for the file).

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13.0 Renderings	☐ 13.1: Photo-realistic, eye-level perspective renderings from at least two opposite street locations, showing all corners if larger project; include at least one full lot of adjacent context/buildings with basic massing and character, or accurate photo-montage preferred; street trees must be highly transparent; accurate but not obscuring black shadows; minimize cars and foreground features to not conceal ground level architecture. ☐ 13.2: Highlight special components, such as courtyard, street level experience or views of site.
14.0 Exterior Lighting Plan	☐ 14.1: Approximate location of exterior light fixtures and light spillage at night. ☐ 14.2: Design of fixtures.
15.0 Signage Concept Plan	☐ 15.1: Signage plan indicating areas on the building/site where signage might be mounted, any specific building identification signage and any building management signage plan outlining requirements for signage design.
16.0 Building Sections	☐ 16.1: Include property lines. ☐ 16.2: Include corner spot elevations. ☐ 16.3: Include height dimensions (overall from grade and floor-to-floor). ☐ 16.4: Include grade lines and approximate profile of adjacent buildings.

17.0 Departures	☐ 17.1: Departure summary table for <u>all development standard departures</u>, including the following:
	  ☐ Code citation;
	  ☐ Code requirement;
	  ☐ Proposed design departure;
	  ☐ Rationale explaining how the departure results in a project which better meets the intent of the design guidelines;
	☐ 17.2: Graphics as needed to specifically identify the area of the departure(s) showing code compliant and requested departure with dimensions.

18.0 Other	☐ 18.1: Other graphics as specified during the EDG phase.

Updated Feb 2017