The intent of the SDR packet is to demonstrate your sincere exploration of the context and site in this early phase as you are developing a design concept. The packet is not intended to be a marketing or branding brochure for a future building, rather it should be considered a document that communicates how your analysis has informed your design.

This checklist is meant to help you prepare and assemble a meaningful packet that clearly documents and communicates your efforts to SDCI and the community. Understanding the contextual factors, as well as your assumptions, site opportunities and constraints will enable your audience to respond more effectively and efficiently. The materials should highlight key urban design features of the proposal and help to show how your analysis has informed your design.

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

Section	Information to be included in each Section	TO BE COMPLETED BY APPLICANT
		Provide DR packet page # below
1.0	1.1: 11x17 sized design packets. Stapled or	□ 1.1
Packet	side bound.	
Standards	1.2: Printed double sided and in color.	□ 1.2
	□ 1.3: No plastic covers.	□ 1.3
	1.4: All pages numbered.	1.4
	1.5: All type fonts legible and 1/8" minimum	□ 1.5
	1.6: All graphics should be oriented	□ 1.6
	consistently with street names and north	
	arrows.	
	1.7: All drawings should fill the 11"x17"	□ 1.7
	page; 1" white margins are adequate.	
	1.8: Table of Contents for larger projects.	1.8
2.0		
2.0 Cover	2.1: Project address.	
Cover	2.2: Project number assigned by SDCI.	
	2.3: List of applicant team (developer,	2.3
	architect, landscape architect)	
3.0	□ 3.1: Number of residential units (approx).	3.1
Development	□ 3.2: Amount of total commercial (retail, office,	
Objectives &	hotel, etc.) square footage, number of live	U 3.2
Summary of	work units (approx).	
Public	□ 3.3: Total gross floor area.	3.3
Outreach	□ 3.4: Number and location of parking stalls	□ 3.4
	(approx).	
	V F F - 7	

DESIGN REVIEW

Section	Information to be included in each Section	TO BE COMPLETED BY APPLICANT Provide DR packet page # below
	3.5: Provide concise development objectives/summary statements which describe how the project fits within and contributes to its context, as well as any sustainable ambitions of the project and/or approach to historic preservation, if applicable.	□ 3.5
	3.6: Summary of design related comments heard during the required public outreach.	3.6
4.0 Existing Site	4.1: Structure(s) footprint. Include property lines and dimensions.	□ 4.1
Plan / Survey	 4.2: Adjacent structures footprints within first 30' on all sides. Include use and height in stories. 	□ 4.2
	4.3: Topography of the site or other physical features.	□ 4.3
	 4.4: Open spaces and trees. 4.5: Vehicular and pedestrian access. Include curb lines and street trees. 	□ 4.4 □ 4.5
	□ 4.6: Existing tree survey, identifying species (common and scientific), trees 6" or greater in diameter as measured 4.5' above the ground located on the site (see Tip 242). If Exceptional Tree(s) are present, an Arborist Report is needed and the findings should be referenced in the packet.	□ 4.6
	 4.7: Include all site and ROW dimensions. Include spot elevations at property corners. 4.8: Legal description. 	□ 4.7 □ 4.8
F 0		
5.0 Context Analysis	 5.1: Site photos. 5.2: Vicinity map indicating surrounding uses, structures, zoning, and overlay designations and natural features. 	□ 5.1 □ 5.2
6.0 Zoning Data	6.1: Map of zoning, existing uses and structures.	□ 6.1

DESIGN REVIEW

Section	Information to be included in each Section	TO BE COMPLETED BY APPLICANT
		Provide DR packet page # below
	6.2 <u>Brief</u> summary of applicable development standards and how proposed development will meet these standards. (1 page max)	6.2
7.0 Design Guidelines	7.1: Identify applicant <u>priority</u> design guidelines (5-10; all remain applicable) based on information shown in the Urban Design Analysis.	7.1
	□ 7.2: Brief description of how the proposal meets the intent of the applicable citywide and neighborhood design review guidelines.	7.2
	 7.3: Conceptual response to guidelines with concept diagrams or graphics – how project intends to respond to these guidelines. (2 pages max for items 7.1 through 7.3) 	□ 7.3
8.0	8.1: Elevations – may be conceptual.	□ 8.1
Architectural	8.2: Basic floor plans – may be conceptual.	8.2
Concept	8.3: Include material and color callouts	8.3
	8.4: Show siting, massing, open space, façade treatments, and access.	8.4
	8.5: One or more color renderings adequate to depict the overall massing of structures and the design concept.	8.5
	8.6: Show the proposed development in relationship to existing adjacent structures	□ 8.6
	8.7: Three dimensional studies and sketches, including those at the street level are optional, and may assist the planner in evaluating the design proposal.	8.7
9.0 Landscape & Planting Concept	9.1: Include a landscape/site plan that shows proposed buildings (including roof overhangs) with site improvements, such as proposed ground-level and upper-level open space layout, access and site circulation, streetscape development, planting areas, service areas, vehicle and bicycle parking, etc. Include required setbacks. Include relevant	9.1

DESIGN REVIEW

Section	Information to be included in each Section	TO BE COMPLETED BY APPLICANT Provide DR packet page # below
	 spot elevations to show relationship of building to site levels and relevant site grading concepts. Include proposed materials for hardscape, site furniture, etc. 9.2: Include a concept planting plan indicating planting design intent: include tree size/type, hedge/screening areas, low plantings, etc. with sample plant selection list. Include images of plant materials that illustrate planting concepts. 	9.2
10.0 Adjustments	 10.1: Departure summary table for <u>all</u> <u>potential</u> development standard adjustments, including the following: Code citation; Code requirement; Proposed design adjustment; Rationale explaining how the adjustment results in a project which better meets the intent of the design guidelines; 10.2: Graphics, as needed, to explain the adjustment(s) showing code compliant and requested adjustment with dimensions with dimensions/ sq. ft./% of difference. 	□ 10.1

Tips to Consider:

- Avoid information overload, by limiting the packet size. Consolidation of information onto clear, readable graphics is strongly encouraged.
- Show the building/site relationship, in context with adjacent buildings, topographic changes, etc. Avoid images where the proposed building stands alone.
- Include pedestrian perspectives of your design, rather than the aerial/birds-eye perspectives.

Updated November 2021