

STREAMLINED DESIGN REVIEW: EARLY DESIGN GUIDANCE PACKET CHECKLIST WORKSHEET

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

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	<input type="checkbox"/> 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. <input type="checkbox"/> 3.6: Summary of design related comments heard during the required public outreach.	<input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6
4.0 Site Plan	<input type="checkbox"/> 4.1: Structure(s) footprint. Include property lines and dimensions. <input type="checkbox"/> 4.2: Adjacent structures footprints within first 30' on all sides. Include use and height in stories. <input type="checkbox"/> 4.3: Topography of the site or other physical features. <input type="checkbox"/> 4.4: Open spaces and trees. <input type="checkbox"/> 4.5: Vehicular and pedestrian access. Include curb lines and street trees. <input type="checkbox"/> 4.6: Landscaping and 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. <input type="checkbox"/> 4.7: Include all site and ROW dimensions. Include spot elevations at property corners. <input type="checkbox"/> 4.8: Legal description.	<input type="checkbox"/> 4.1 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.3 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.6 <input type="checkbox"/> 4.7 <input type="checkbox"/> 4.8
5.0 Context Analysis	<input type="checkbox"/> 5.1: Site photos. <input type="checkbox"/> 5.2: Vicinity map indicating surrounding uses, structures, zoning, and overlay designations and natural features.	<input type="checkbox"/> 5.1 <input type="checkbox"/> 5.2
6.0 Zoning Data	<input type="checkbox"/> 6.1: Map of zoning, existing uses and structures.	<input type="checkbox"/> 6.1

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	<input type="checkbox"/> 6.2 <u>Brief</u> summary of applicable development standards and how proposed development will meet these standards. (1 page max)	<input type="checkbox"/> 6.2
7.0 Design Guidelines	<input type="checkbox"/> 7.1: Identify applicant <u>priority</u> design guidelines (5-10; all remain applicable) based on information shown in the Urban Design Analysis. <input type="checkbox"/> 7.2: Brief description of how the proposal meets the intent of the applicable citywide and neighborhood design review guidelines. <input type="checkbox"/> 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)	<input type="checkbox"/> 7.1 <input type="checkbox"/> 7.2 <input type="checkbox"/> 7.3
8.0 Architectural Concept	<input type="checkbox"/> 8.1: Elevations – may be conceptual. <input type="checkbox"/> 8.2: Basic floor plans – may be conceptual. <input type="checkbox"/> 8.3: Include material and color callouts <input type="checkbox"/> 8.4: Show siting, massing, open space, façade treatments, and access. <input type="checkbox"/> 8.5: One or more color renderings adequate to depict the overall massing of structures and the design concept. <input type="checkbox"/> 8.6: Show the proposed development in relationship to existing adjacent structures <input type="checkbox"/> 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.	<input type="checkbox"/> 8.1 <input type="checkbox"/> 8.2 <input type="checkbox"/> 8.3 <input type="checkbox"/> 8.4 <input type="checkbox"/> 8.5 <input type="checkbox"/> 8.6 <input type="checkbox"/> 8.7
9.0 Landscape & Planting Concept	<input type="checkbox"/> 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	<input type="checkbox"/> 9.1

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	<p>spot elevations to show relationship of building to site levels and relevant site grading concepts. Include proposed materials for hardscape, site furniture, etc.</p> <p><input type="checkbox"/> 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.</p>	<p><input type="checkbox"/> 9.2</p>
10.0 Adjustments	<p><input type="checkbox"/> 10.1: Departure summary table for <u>all potential</u> development standard adjustments, including the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Code citation;<input type="checkbox"/> Code requirement;<input type="checkbox"/> Proposed design adjustment;<input type="checkbox"/> Rationale explaining how the adjustment results in a project which better meets the intent of the design guidelines; <p><input type="checkbox"/> 10.2: Graphics, as needed, to explain the adjustment(s) showing code compliant and requested adjustment with dimensions with dimensions/ sq. ft./% of difference.</p>	<p><input type="checkbox"/> 10.1</p> <p><input type="checkbox"/> 10.2</p>

Tips to Consider:

- Avoid information overload, by limiting the packet size. Consolidation of information onto clear, readable graphics is strongly encouraged.
- Set your design in context; avoid images where the proposed building stands alone.
- Include pedestrian perspectives of your design, rather than the aerial/birds-eye perspectives.