



# Design Review Materials Boards Applicant Guide | Best Practices

The following instructions apply to all ADR and Full Design Review projects:

## SIZE

Materials boards should be a maximum of 18" x 24" in size. Applicants are encouraged to submit a maximum of two boards per project. Additional or larger boards and materials may be brought to Board meetings for use during the presentation.

## SAMPLES

The sample size of each material on the boards is encouraged to be proportional to that on the building. Actual or represented color samples should also be included. Please only adhere materials to one side of each board.

## LABELING

Record project information on the included form (see next page) and adhere it to the back, upper right corner of each materials board. Also include a cover image of the structure.

## ADHESIVES

Use strong adhesives to secure materials on the boards. Velcro is preferred. We also recommend Command tape and hot glue.

## SUBMITTAL

Deliver materials boards to the silver receivables basket on the 19<sup>th</sup> floor lobby of the Seattle Municipal Tower within a week of your Recommendation meeting. Be sure to address the boards to the assigned Land Use Planner.

Materials Board Label Template

PROJECT ADDRESS:	MUP NO.
BOARD ___ OF ___	ASSIGNED LAND USE PLANNER:
FIRM NAME:	FIRM ADDRESS:
CONTACT NAME:	PHONE NUMBER: EMAIL:
COVER IMAGE:	