

# DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET CHECKLIST WORKSHEET

The intent of the EDG packet is to demonstrate your sincere exploration of the context and site in this early phase as you are developing design options. 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, the Board 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<br>Provide DR packet page # below   |
|--|---|--|
| <b>1.0<br/>Packet<br/>Standards</b>  | <input type="checkbox"/> 1.1: 11x17 sized design packets. Stapled or side bound.<br><input type="checkbox"/> 1.2: Printed double sided and in color.<br><input type="checkbox"/> 1.3: No plastic covers.<br><input type="checkbox"/> 1.4: All pages numbered.<br><input type="checkbox"/> 1.5: All type fonts legible and 1/8" minimum<br><input type="checkbox"/> 1.6: All graphics should be oriented consistently with street names and north arrows.<br><input type="checkbox"/> 1.7: All drawings should fill the 11"x17" page; 1" white margins are adequate.<br><input type="checkbox"/> 1.8: Table of Contents for larger projects. | <input type="checkbox"/> 1.1<br><br><input type="checkbox"/> 1.2<br><input type="checkbox"/> 1.3<br><input type="checkbox"/> 1.4<br><input type="checkbox"/> 1.5<br><br><input type="checkbox"/> 1.6<br><br><input type="checkbox"/> 1.7<br><input type="checkbox"/> 1.8 |
| <b>2.0<br/>Cover</b>   | <input type="checkbox"/> 2.1: Project address.<br><input type="checkbox"/> 2.2: Project number assigned by SDCI.<br><input type="checkbox"/> 2.3: Meeting type (EDG, EDG2, Recommendation, etc.) and meeting date (not printing date).<br><input type="checkbox"/> 2.4: List of applicant team (developer, architect, landscape architect)  | <input type="checkbox"/> 2.1<br><input type="checkbox"/> 2.2<br><input type="checkbox"/> 2.3<br><br><input type="checkbox"/> 2.4   |
| <b>3.0<br/>Development<br/>Objectives &amp;<br/>Summary of<br/>Public<br/>Outreach</b> | <input type="checkbox"/> 3.1: Number of residential units (approx).<br><input type="checkbox"/> 3.2: Amount of total commercial (retail, office, hotel, etc.) square footage, number of live work units (approx).<br><input type="checkbox"/> 3.3: Total gross floor area.  | <input type="checkbox"/> 3.1<br><br><input type="checkbox"/> 3.2<br><br><input type="checkbox"/> 3.3   |

# DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET CHECKLIST WORKSHEET

| Section                              | Information to be included in each Section   | TO BE COMPLETED BY APPLICANT<br>Provide DR packet page # below   |
|--------------------------------------|--|--|
|                                      | <input type="checkbox"/> 3.4: Number and location of parking stalls (approx).<br><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.<br><input type="checkbox"/> 3.6 Summary of design related comments heard during the required public outreach.   | <input type="checkbox"/> 3.4<br><br><input type="checkbox"/> 3.5<br><br><input type="checkbox"/> 3.6   |
| <b>4.0<br/>Site Plan</b>             | <input type="checkbox"/> 4.1: Structure(s) footprint. Include property lines and dimensions.<br><input type="checkbox"/> 4.2: Adjacent structures footprints within first 30' on all sides. Include use and height in stories.<br><input type="checkbox"/> 4.3: Topography of the site or other physical features.<br><input type="checkbox"/> 4.4: Open spaces and trees.<br><input type="checkbox"/> 4.5: Vehicular and pedestrian access. Include curb lines and street trees.<br><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.<br><input type="checkbox"/> 4.7: Include all site and ROW dimensions. Include spot elevations at property corners.<br><input type="checkbox"/> 4.8: Legal description. | <input type="checkbox"/> 4.1<br><br><input type="checkbox"/> 4.2<br><br><input type="checkbox"/> 4.3<br><br><input type="checkbox"/> 4.4<br><input type="checkbox"/> 4.5<br><br><input type="checkbox"/> 4.6<br><br><br><br><br><br><br><input type="checkbox"/> 4.7<br><br><input type="checkbox"/> 4.8 |
| <b>5.0<br/>Urban Design Analysis</b> | <input type="checkbox"/> 5.1: Aerial photograph or graphic with streets and site labeled (3 block x 3 block) vicinity map, indicating  | <input type="checkbox"/> 5.1   |

# DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET CHECKLIST WORKSHEET

| Section                    | Information to be included in each Section  | TO BE COMPLETED BY APPLICANT<br>Provide DR packet page # below  |
|----------------------------|---|---|
|                            | <p>surrounding uses, structures, zoning, and overlay designations, natural features.</p> <p><input type="checkbox"/> 5.2: Vicinity map and photos indicating community nodes, connectors, barriers, edges, districts and recognized landmark/destinations; include existing public art and/or notable architecture. Include any public or private, community facilities such as schools and libraries, and arts/cultural facilities such as galleries, theatres, or cultural gathering locations. On the adjacent block faces and across the street(s), indicate all existing <i>street level</i> uses.</p> <p><input type="checkbox"/> 5.3: Axonometric or other three-dimensional drawing, photos or models of the nine- block area surrounding the project site.</p> <p><input type="checkbox"/> 5.4: Photo montage of the streetscape on both sides of the street identifying the site (3 strips per page max) with callouts of relevant datum lines, parcel/siting pattern, fenestration patterns, roof forms, etc.</p> <p><input type="checkbox"/> 5.5: Maps, diagrams and/or call-out notes on all context and analysis drawings and a brief narrative stating what design cues have informed the design alternatives and concept.</p> <p><input type="checkbox"/> 5.6: Vicinity map of access and mobility opportunities and constraints, including pedestrian routes, BRT or LINK routes and stations, designated bike routes, bus stops, unusual traffic patterns, applicable SDOT Streetscape Concept Plan overlays and design standards, etc.</p> <p><input type="checkbox"/> 5.7: Site photos.</p> | <p><input type="checkbox"/> 5.2</p> <p><input type="checkbox"/> 5.3</p> <p><input type="checkbox"/> 5.4</p> <p><input type="checkbox"/> 5.5</p> <p><input type="checkbox"/> 5.6</p> <p><input type="checkbox"/> 5.7</p> |
| <b>6.0<br/>Zoning Data</b> | <p><input type="checkbox"/> 6.1: <u>Brief</u> summary of applicable development standards and how</p>   | <p><input type="checkbox"/> 6.1</p>   |



# DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET CHECKLIST WORKSHEET

| Section               | Information to be included in each Section   | TO BE COMPLETED BY APPLICANT<br>Provide DR packet page # below   |
|-----------------------|--|--|
|                       | <p>preserving the trees may be considered with the other massing options.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 8.3: Include one sheet that compares these options side by side. For each concept, list opportunities and constraints of each option. Express how the urban design analysis has informed these concepts.</li> <li><input type="checkbox"/> 8.4: Include conceptual floor plans, using color to differentiate uses in context with property lines and abutting properties.</li> <li><input type="checkbox"/> 8.5: Show siting, massing, open space, façade treatments, and access.</li> <li><input type="checkbox"/> 8.6: One or more color renderings adequate to depict the overall massing of structures and the design concept. Street level perspectives preferred.</li> <li><input type="checkbox"/> 8.7: Three dimensional studies and sketches (including those at the street level), are optional to better assist the planner and Board in evaluating the design proposal.</li> <li><input type="checkbox"/> 8.8: Include precedent images from the neighborhood or beyond that will inform the design development of the proposed development. Clearly caption each and note the specific relevance of the image to the proposed development.</li> <li><input type="checkbox"/> 8.9: Basic sun/shadow graphical analysis at following times*: March/Sept 21 (combined); June 21; Dec 21; at 9am; noon; 3pm; equinox should be bigger; shadow cast by proposal should be differentiated from existing ones, by darker tone or color. *Show/label any impacts on public parks, plazas or similar; more detailed analysis may be required.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 8.3</li> <li><input type="checkbox"/> 8.4</li> <li><input type="checkbox"/> 8.5</li> <li><input type="checkbox"/> 8.6</li> <li><input type="checkbox"/> 8.7</li> <li><input type="checkbox"/> 8.8</li> <li><input type="checkbox"/> 8.9</li> </ul> |
| <b>9.0 Departures</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 9.1: Departure summary table for <u>all anticipated development standard departures</u>, including the following:</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> 9.1</li> </ul>   |

# DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET CHECKLIST WORKSHEET

| Section | Information to be included in each Section   | TO BE COMPLETED BY APPLICANT<br>Provide DR packet page # below |
|---------|--|--|
|         | <ul style="list-style-type: none"> <li><input type="checkbox"/> Code citation;</li> <li><input type="checkbox"/> Code requirement;</li> <li><input type="checkbox"/> Proposed design departure;</li> <li><input type="checkbox"/> Rationale explaining how the departure results in a project which better meets the intent of specific design guidelines;</li> <li><input type="checkbox"/> 9.2: Graphics, as needed, to clearly explain the departure(s) showing code compliant dimension/area and the requested departure with dimensions/sq. ft./% of difference.</li> </ul> | <input type="checkbox"/> 9.2                                   |

**Tips to Consider:**

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

**DESIGN REVIEW: EARLY DESIGN GUIDANCE PROPOSAL PACKET  
CHECKLIST WORKSHEET**