

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	<ul style="list-style-type: none"> <input type="checkbox"/> 1.1: 11x17 sized design packets. Stapled or side bound. <input type="checkbox"/> 1.2: Printed double sided and in color. (No plastic covers). <input type="checkbox"/> 1.3: All pages numbered. <input type="checkbox"/> 1.4: All type fonts legible and 1/8" minimum <input type="checkbox"/> 1.5: All graphics should be oriented consistently with street names and north arrows. <input type="checkbox"/> 1.6: All drawings should fill the 11"x17" page; 1" white margins are adequate.
2.0 Cover	<ul style="list-style-type: none"> <input type="checkbox"/> 2.1: Project address. <input type="checkbox"/> 2.2: Project number. <input type="checkbox"/> 2.3: Meeting type and meeting date.
3.0 Proposal	<ul style="list-style-type: none"> <input type="checkbox"/> 3.1: Number of residential units (approx). <input type="checkbox"/> 3.2: Amount of total commercial square footage, number of live work units (approx). <input type="checkbox"/> 3.3: Number and location of parking stalls (approx). <input type="checkbox"/> 3.4: Aerial photograph with streets and site labeled (9 block area).
4.0 Summary Context Analysis	<ul style="list-style-type: none"> <input type="checkbox"/> 4.1: Aerial photograph with streets and site labeled. <input type="checkbox"/> 4.2: Vicinity map, indicating surrounding uses, structures, zoning, and overlay designations. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 5.1: 9-block (3 block x 3 block area) map of zoning, existing uses and structures.
6.0 Zoning Data	<ul style="list-style-type: none"> <input type="checkbox"/> 6.1: Brief summary of applicable development standards and how proposed development will meet these standards. (1 page)
7.0 Composite Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 7.1: Building ground floor and use labels. <input type="checkbox"/> 7.2: Site plan layout that includes site circulation and exterior open spaces, vehicular access and parking and all relevant services. Include dimensions of proposed improvements. <input type="checkbox"/> 7.3: Identify any Exceptional Trees to remain and show tree protection areas with dimensions. <input type="checkbox"/> 7.4: All property lines (in red) with dimensions. <input type="checkbox"/> 7.5: Existing spot elevations at property corners. Proposed spot elevations that indicate relationships of exterior to interior spaces, proposed grade changes that integrate building into site conditions, and how proposed grades relate to existing grades along property lines. Include proposed retaining walls, stairs, ramps, etc. as needed. <input type="checkbox"/> 7.6: Street names, curb lines and trees including dimensions.

DESIGN REVIEW: RECOMMENDATION PROPOSAL PACKET CHECKLIST

Section	Information to be included in each Section
	<ul style="list-style-type: none"> <input type="checkbox"/> 7.7: Adjacent buildings and features (within 30' min) including basic landscaping/trees, building footprints and uses if known. <input type="checkbox"/> 7.8: Other useful site/context information, including dimensions.
8.0 Itemized Response to EDG	<ul style="list-style-type: none"> <input type="checkbox"/> 8.1: Brief description of how the proposal meets the intent of the applicable citywide and neighborhood design review guidelines. <input type="checkbox"/> 8.2: May include pictures or diagram of project specifics to contextualize or visually demonstrate. <input type="checkbox"/> 8.3: Item by item response (2-3 lines) to specific guidance from the EDG report.
9.0 Floor Plans	<ul style="list-style-type: none"> <input type="checkbox"/> 9.1: Include property lines. <input type="checkbox"/> 9.2: Identify major uses and elements for all floors. <input type="checkbox"/> 9.3: Clearly indicate residential entries/primary entry/commercial entries and spot elevations. <input type="checkbox"/> 9.4: Clearly indicate vehicular access. <input type="checkbox"/> 9.5: Building modulation (including solid and glazing at walls and structural columns). <input type="checkbox"/> 9.6: Major grade changes, retaining walls and relevant spot elevations. <input type="checkbox"/> 9.7: Setbacks, including dimensions. <input type="checkbox"/> 9.8: Adjacent building locations within 20' of property line, features (courtyard, setbacks) and ground floor uses. <input type="checkbox"/> 9.9: Indication of any sections provided.
10.0 Landscape Plan & Planting Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 10.1: Illustrate landscape design concept. Indicate: ground level open spaces as well as upper-level exterior amenity spaces; pedestrian circulation; vehicular circulation; access to service areas; and other relevant areas as needed. Illustrate integration of site spaces with building use areas. <input type="checkbox"/> 10.2: Include materials descriptions for paving and other hardscape elements, fences, site furniture, etc. Include concept design of unique site elements. <input type="checkbox"/> 10.3: If warranted by complexity of grade levels, include a detailed grading plan to show relationship between site levels and building floor levels, slopes at use areas and pedestrian and vehicle circulation, and how grades meet existing conditions at property lines. Include spot elevations at tops and bottoms of walls and stairs as well as general grades at sloped areas. <input type="checkbox"/> 10.4: 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.
11.0 Elevations	<ul style="list-style-type: none"> <input type="checkbox"/> 11.1: Include property lines; corner spot elevations; height dimensions (overall from grade and floor-to-floors). <input type="checkbox"/> 11.2: Basic material textures and notes, especially along entire ground levels. <input type="checkbox"/> 11.3: Include scale figures and “transparent” street trees/landscape foliage.

DESIGN REVIEW: RECOMMENDATION PROPOSAL PACKET CHECKLIST

Section	Information to be included in each Section
	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 11.6: Exterior venting locations and designs. <input type="checkbox"/> 11.7: Materials call outs – see Material and Color Palette below.
12.0 Material and Color Palette	<ul style="list-style-type: none"> <input type="checkbox"/> 12.1: Material and descriptive color details. <input type="checkbox"/> 12.2: Material callouts on elevations that correspond to and are keyed to the palette. <input type="checkbox"/> 12.3: Photograph of material and color board with accurate colors and materials call-outs.
13.0 Renderings	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 13.2: Highlight special components, such as courtyard, street level experience or views of site.
14.0 Exterior Lighting Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 14.1: Approximate location of exterior light fixtures and light spillage at night. <input type="checkbox"/> 14.2: Design of fixtures.
15.0 Signage Concept Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 16.1: Include property lines. <input type="checkbox"/> 16.2: Include corner spot elevations. <input type="checkbox"/> 16.3: Include height dimensions (overall from grade and floor-to-floor). <input type="checkbox"/> 16.4: Include grade lines and approximate profile of adjacent buildings.
17.0 Departures	<ul style="list-style-type: none"> <input type="checkbox"/> 17.1: Departure summary table for <u>all development standard departures</u>, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> Code citation; <input type="checkbox"/> Code requirement; <input type="checkbox"/> Proposed design departure;

DESIGN REVIEW: RECOMMENDATION PROPOSAL PACKET CHECKLIST

Section	Information to be included in each Section
	<ul style="list-style-type: none"><input type="checkbox"/> Rationale explaining how the departure results in a project which better meets the intent of the design guidelines;<input type="checkbox"/> 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	<ul style="list-style-type: none"><input type="checkbox"/> 18.1: Other graphics as specified during the EDG phase.

Updated November 2021