



# DESIGN REVIEW APPLICATION - CONCEPT

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Project Planner: \_\_\_\_\_ Related Cases: \_\_\_\_\_

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Submittal Requirements:

1. **General Land Use Application**

- 2. Narrative describing the proposal
- 3. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one square mile, and not more than forty square miles.
- 4. Two (2) full-sized (24"X36") and one reduced (11"X17") set of each of the following plans, **plus** digital files of (entire) architectural design packet (memory disc, via ftp, CD, other). **Items below shall be submitted as one individual architectural plan set/packet (separate from engineering plan set).**

5. Context Plan including plan and elevation views in relation to surrounding properties illustrating:

- Footprint(s) of proposed and existing buildings, including those within 100' of the project site on the same side of the street.
- Scaled elevations of proposed and existing buildings, including those within 100' of the project site on the same side of the street.

6. Preliminary Site Plan illustrating:

- Property lines with distances.
- Adjacent public rights-of-way.
- Existing and proposed grades at 2-foot contour intervals.
- Existing and proposed site features, including stormwater facilities.
- Existing and proposed building footprint(s) with dimensioned setbacks from property lines.
- Location of above ground mechanical or utility equipment.
- Clearly delineated and labeled landscape, hardscape, and building areas.
- Parking area layout, including loading areas, and short and long-term bicycle parking.
- Solid waste collection location.

6. Preliminary Landscape Plan illustrating:

- All features included in the preliminary site plan.
- Location of existing (to remain) and proposed plants.

- Type of existing and proposed plants (i.e., groundcover, shrub, tree), include native (N) or non-native (NN).
- Graphic depiction of the size of proposed tree canopies at maturity on plan.
- Clearly delineated and labeled landscape, hardscape, and building areas.

7. Preliminary Building Elevations (fully scale and dimension each elevation) illustrating:

- Building elevations of all sides of the building(s) labeled north, south, east and west elevation.
- Finished floor elevations
- Location of exterior steps and stairways.
- Location of building doors and windows.
- Area(s) on building where signs will be installed.