



DESIGN REVIEW APPLICATION - DETAIL

Application may precede or accompany a building permit application.

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____

Received By: _____ Project Planner: _____ Related Cases: _____

Project Name: _____

Site Address: _____

Applicant Name: _____

Phone No.: _____

E-Mail Address: _____

Project Narrative: _____

Submittal Requirements:

1. General Land Use Application
2. 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.
3. 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).
4. Detailed 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 and screening option(s).
 - Clearly delineated and labeled landscape, hardscape, and building areas.
 - Parking area layout including loading areas, and short and long-term bicycle parking with space dimensions, and loading area dimensions.
 - Solid waste collection location and enclosure/screening option(s).
 - Existing or proposed retaining walls or fences with spot elevations at top and bottom.
 - Lighting plan including light post locations, lighting on buildings, lighting along walkways, and all other lighting throughout the site.
 - Location of site features not listed above, including pedestrian amenities, short and long-term bicycle parking, bus stop(s), monument or free-standing signs, mail kiosks, etc.
5. Detailed Landscape Plan consistent with OMC 18.36 – Landscaping and Screening, illustrating:
 - All features included on the detailed site plan.
 - Location of existing (to remain) and proposed plants.
 - Type of existing and proposed plants (i.e., groundcover, shrub, tree).
 - Graphic depiction of the size of proposed tree canopies at maturity on plan (photos, sketches, other).

- Clearly delineated and labeled landscape, hardscape, and building areas.
 - Location and spacing of proposed plantings.
 - Common and botanical names of each species, include native (N) or non-native (NN).
 - Container or caliper size of plants at installation.
 - Quantities of plant material by species and size at installation.
6. Detailed Building Elevations (fully scale and dimension each elevation), illustrating:
- Building elevations of all sides of the building(s) labeled as north, south, east and west elevation.
 - Finished floor elevation(s).
 - Location of building doors and windows.
 - Proposed building and roof materials.
 - Location of exterior steps and stairways.
 - Color rendering of any building elevation visible from a public right-of-way.
 - Exterior building details, including all materials and colors.
 - Window details, including materials and colors of framing and glazing materials.
 - Door details, including materials and colors.
 - Roof details, including materials and colors.
 - Location of exterior light fixture(s).
 - Location and type of major sign(s).
7. Detail Sheet (fully dimension and scale each detail):
- Detail of hardscape material (i.e. size, type, and color of pavers, etc.)
 - Exterior light fixture detail and cut sheets.
 - Solid waste collection enclosure and screen details.
 - Each type of pedestrian amenity with cut sheets (i.e., trash cans, benches, planter boxes).
 - Detail of short and long-term bicycle parking, including shelter, structure frame, cut sheets.
 - Recreation areas including any proposed equipment or swimming pools.
 - Mail kiosks (if any).
8. Colors and Materials Board (attach sample of each):
- Building and roof materials.
 - Window materials.
 - Building trim colors.
 - Colors of major signs.