

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. All projects must receive Concept Design Review approval prior to submitting an application for Final Design Review. **Projects subject to the Public Art requirement must also have selected an art consultant (approved by Cultural Affairs) prior to submitting an application for Final Design Review.**

**A. Design & Historic Preservation Master Application Form**

- Please complete all information on the application form.

**B. Taxpayer Protection Form**

- Please indicate if the value of the work presented in the application is under or over \$25,000. If over \$25,000, please list the parties of interest in the project. Architects and other agents representing the owner should **not** be listed unless they have an ownership/investment interest in the project.

**C. Application fee**

- Application fees are required for all projects. See the adopted fee schedule or consult with staff to determine the amount of the application fee.

**D. Architectural Plans and Elevations** (See page 2 for Information to be included on cover sheet)

- Site plan (indicate electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.)
- Floor plan(s)
- Roof plan
- Exterior elevations (with material call-outs)
- Sections: building and wall (include large-scale details of any special features—e.g., canopy, storefront)
- Exterior details/sections (canopies, balconies, doors, eaves, plaster reglets/control joints, reveals, soffits, returns, and surface-applied materials, etc.)
- Large-scale details/sections of windows showing, dimensioned recess, casings, and method of operation, etc. Also include a manufacturer's catalog cut sheet of window or at the request of staff a window sample
- Exterior lighting plan and product specifications (locations, dimensions, type of fixture, and catalog cut sheets)
- Gutters and downspouts (indicate the location of gutters and downspouts on the building elevations)
- Door and window schedule

**E. Landscape Plans**

- Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
- Landscape construction plan with dimensions, materials, finishes (drawings, catalog cuts, and/or photographs of an existing installation)
- Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
- Exterior lighting including type of fixture and catalog cut sheets
- Existing plant material including trees (Trees with a 4 inch diameter or greater shall be identified by species and diameter at breast height.)

**F. Exterior Signs and Other Graphics**

- Location, dimensions, type (including illuminated or non-illuminated) and use (building sign, tenant sign, wayfinding sign, etc.). Include light fixtures, electrical raceways, and all other designs, materials, lettering font, graphics and colors used as identification or for calling attention to the project or tenant. Include color and material samples on the color and material board.

#### G. Copies of Plans and Elevations (Items D - G)

Note: The reviewing body for Final Design Review (i.e., Design Commission or staff) is determined at the Concept Design Review stage)

- ❑ For projects reviewed by the Design Commission, submit (1) full-size set and fifteen (15) reduced copies of the plans/elevations. Reductions must be legible.
- ❑ For projects reviewed only by staff, submit (1) full size set and (1) reduced copy of the plans/elevations needed to document the design of the project. Reductions must be legible.

#### H. Color and Material Board

- ❑ Identify board with project address, architect's name, address and telephone/fax/email address, and date. Include samples of all proposed exterior materials and paint colors, including materials for glazing and paving (except clear glass). Identify all samples with manufacturer's name and item specification number (including catalog cut – photographs of an existing installation may be accepted in place of product literature). **For projects requiring review by the Design Commission, a presentation board shall be of adequate size for display at a public meeting, otherwise 8.5" x 11" is preferred (or foldable).**

#### Cover Sheet of Plans and Elevations

- ❑ Total area of site in square footage
- ❑ Number of buildings and dwelling units to be removed (including square footage)
- ❑ Number of proposed new buildings with total square footage for each (including parking structures)
- ❑ Square footage for each building's footprint and the percentage of the site covered by the building
- ❑ Number of stories for each building
- ❑ Landscaped areas and percentage of the total site dedicated for landscaping
- ❑ Number of parking and loading spaces— existing, proposed, # required by zoning – and percentage of the total site covered by parking
- ❑ Paved areas and percentage of the total site dedicated for hardscape/paving (driveways, walkways, courtyards, and trash storage)
- ❑ Existing and proposed UBC occupancy group and type of construction
- ❑ Existing zoning and land-use designation
- ❑ Survey of the property (existing conditions)

**Note:** Mechanical plans showing locations of through-the-wall vents and ventilation shafts will be required to ensure proper placement. If not provided with the Consolidated Design Review application, project approval will be conditioned to provide such plans prior to obtaining a building permit. Vents and ventilation shafts should not be visible from the street or interior common areas.