

**DESIGN REVIEW BOARD (DRB) APPLICATION FORM**

**✓General Notes ✓**

1. Plans must be collated and bound as a set and sets individually folded.
2. All plans in a submittal shall be on the same size sheets. Sheets to be a standard size such as 24" x 36", but no larger than 30" x 42".
3. All plans for preliminary and final review shall have the following information:
  - A. Cover or Index Sheet with project title, developers name, consultants names, an index to drawings by title and sheet number, a project location map and if applicable a graphic key.
  - B. North Arrow (as appropriate) on all site plans;
  - C. Written and Graphic Scale on all plans; and
  - D. Appropriate Legends, Notes and Labels on all plans.
4. Staff recommends the applicant obtain a current copy of the Unified Development Ordinance to ensure that ordinance requirements have been met.
5. All site plans should be at a scale of 1"=20' unless otherwise approved by staff.
6. Building elevations should be submitted to scale.
7. An incomplete application will not be submitted to the Design Review Board for review.

**DESIGN REVIEW BOARD (DRB) APPLICATION FORM**

**✓Conceptual Review Submittal Requirements ✓**

The items listed below must be submitted before an application shall be considered complete for a conceptual review:

1. *Completed application form*
2. *Survey Plat* that provides boundary information, and all items existing on the property such as building, fences, trees over 8" DBH, wells, etc. The survey shall be sealed and signed by a registered land surveyor. Provide date of survey and date of any revisions (surveys older than 3 years old are not acceptable).
3. *Written Narrative* (page 2 of the application form).
4. A *Proposed Site Plan* that addresses typical items such as:

A. proposed buildings	F. vehicular and pedestrian connections
B. vehicular circulation	with off site facilities
C. pedestrian circulation	G. parking requirement information
D. parking areas	H. tree islands and medians
E. delivery area	
5. Conceptual *elevation drawings* of the building front and sides.

## **DESIGN REVIEW BOARD (DRB) APPLICATION FORM**

### **✓Preliminary Review Submittal Requirements ✓**

The items listed below must be submitted before an application shall be considered complete for review by the Design Review Board's review:

1. *Completed Application Form*
2. *Survey Plat* that provides boundary information, and all items existing on the property such as building, fences, trees over 8" DBH, wells, etc. The survey shall be sealed and signed by a registered land surveyor. Provide date of survey and date of any revisions (surveys older than 3 years old are not acceptable).
3. *Written narrative* that outlines the nature and details of the proposed development. This narrative should be updated with the changes made after conceptual review.
4. Photographs, including a general view of the street showing the building site and adjacent properties including the street; individual photographs of the buildings immediately adjacent to and across from the site; existing buildings on site; and a frontal view of the building site from the street.
5. *An existing site plan* outlining items to be demolished and or removed. Items to be demolished or removed may be illustrated on a separate demolition plan, if unable to be included on the existing site plan.
6. *A Proposed Site Plan* that should address typical items such as:
  - a. land uses
  - b. existing and proposed buildings
  - c. vehicular circulation
  - d. pedestrian circulation
  - e. parking areas
  - f. turning radius
  - g. existing trees over 8" DBH
  - h. trees to be removed, mark with a large "X."
  - i. vehicular and pedestrian connections with off site facilities
  - j. sidewalks
  - k. parking requirement information
  - l. pervious coverage information
  - m. pavement materials
  - n. tree islands and medians
  - o. delivery area
7. Building floor plan illustrating, at a minimum, the location of all interior walls, exterior doors and windows, as well as a general description of each room (i.e. office, closet, entry, etc.).
8. Building elevation drawings of the building front and sides.
9. *Tree Protection Plan* illustrating the zone of protection around all preserved trees, as well as details of the method of protection. Tree protection zones may be illustrated on the proposed site plan or landscape plan.
10. Archeological Study required.

## **DESIGN REVIEW BOARD (DRB) APPLICATION FORM**

### **✓Final Submittal Requirements ✓**

The items listed below must be submitted before an application shall be considered complete for review by the Design Review Board's review:

1. *Completed Application Form* which includes all required signatures.
2. *Written narrative* that outlines the nature and details of the proposed development. This narrative should be updated with the changes made after preliminary review.
3. *An existing site plan* outlining items to be demolished and or removed.
4. The *Site Development Plan* should address typical items such as:
  - A. land uses
  - B. existing and proposed buildings
  - C. vehicular circulation
  - D. pedestrian circulation
  - E. parking areas
  - F. turning radius
  - G. existing trees over 8" DBH
  - H. trees to be removed, mark with a large "X."
  - I. vehicular and pedestrian connections with off site facilities
  - J. sidewalks
  - K. parking requirement information
  - L. pervious coverage information
  - M. pavement materials
  - N. tree islands and medians
  - O. delivery area
5. *Grading Plan* (should address stormwater requirements, show the proposed development and all existing trees over 8" DBH that will remain on site and the trees to be removed).
6. *Landscape Plan* (see Section 7.3 and Section 6.6 of the Unified Development Ordinance), show trees to be removed with a large X.
7. *Lighting Plan*.
8. *Utility Plan* (include all utilities, sewer, water, electric, cable and telephone).
9. Provide *elevation drawings*, include the following:
  - A. mechanical vents and equipment
  - B. location of outdoor lighting fixtures
  - C. location of signage
  - D. proposed materials labeled, including but not limited to the following items:
    1. windows
    2. walls
    3. roofs
    4. gutters
    5. down spouts
    6. porches
    7. railings
    8. all other materials as appropriate
    9. doors
10. Building elevation drawings of the building front and sides.
11. Material list and specifications which should include samples, brochures, and/or photographs of all exterior materials, finishes, colors, and fixtures.
12. Signage Plan – must be approved by the Building Official prior to the Design Review submittal for final review.

## ✓Non-Corridor Submittal Requirements ✓

The items listed below must be submitted before an application shall be considered complete for review by the Design Review Board's review:

1. *Completed Application form* which includes all required signatures.
2. *Written Narrative* that outlines the nature and details of the proposed development. This narrative should be updated with the changes made after preliminary review.
3. *An existing site plan* outlining items to be demolished and or removed.
4. *The Site Development Plan* should address typical items such as:
  - A. land uses
  - B. existing and proposed buildings
  - C. vehicular circulation
  - D. pedestrian circulation
  - E. parking areas
  - F. turning radius
  - G. existing trees over 8" DBH
  - H. trees to be removed, mark with a large "X"
  - I. vehicular and pedestrian connections with off site facilities
  - J. sidewalks
  - K. parking requirement information
  - L. pervious coverage information
  - M. pavement materials
  - N. tree islands and medians
  - O. delivery area
5. *Grading Plan* (should address stormwater requirements, show the proposed development and all existing trees over 8" DBH that will remain on site and the trees to be removed).
6. *Landscape Plan* (see the Unified Development Ordinance), show trees to be removed with a Large X.
7. *Utility Plan* (include all utilities, sewer, water, electric, cable and telephone).
8. *Material list and specifications* which should include samples, brochures, and/or photographs of all exterior materials, finishes, colors, and fixtures.
9. *Building floor plans.*
10. *Building elevation drawings* of the building front and sides.

## ✓Unified Development Ordinance Checklist ✓

1. General Provisions (Article 1) Development Review Bodies (Article 2)
  - Design Review Board (Section 2.8)
  - Summary of Review Authority (Section 2.9)
2. Development Review Procedures (Article 3)
3. Zoning Districts (Article 4)
  - Development Design Districts [Section 4.9 (C)]
4. Use Regulations (Article 5)
  - Use Tables (Section 5.1)
  - Specific Use Standards (Section 5.3)
5. District Development Standards (Article 6)
  - Design Districts Development Standards (Section 6.5)
    - o Site Design [Section 6.6 (C)]
    - o Architectural Design Guidelines [Section 6.6 (D)]
    - o Lighting [Section 6.6 (E)]
6. General Development Standards (Article 7)
  - Sign Regulations (Section 7.2)
    - o Nonresidential District Signs [Section 7.2 (G)]
  - Landscape and Tree Conservation (Section 7.3)
    - o Tree Removal Provision [Section 7.3 (C)]
    - o Tree Planting Provisions [Section 7.3 (D)]
    - o Landscaping Provisions [Section 7.3 (E)]
      - Perimeter Buffer Requirements [Section 7.3 (E) (3)]
      - Critical Area Buffer [Section 7.3 (E) (4)]
      - Screening Requirements Between Adjoining Uses [Section 7.3 (E) (5)]
      - Parking Area Requirements [Section 7.3 (E) (6) & (7)]
      - Foundation Bed Requirements [Section 7.3 (E) (8)]
      - Utility Screening Requirements [Section 7.3 (E) (9)]
    - o Installation and Maintenance [Section 7.3 (G)]
  - Off-Street Parking and Loading Standards (Section 7.5)
  - Site Clearance (Section 7.6)
7. Subdivision Design/Improvements (Article 8)
8. Nonconformities (Article 9)
9. Enforcement (Article 10)
10. Definitions (Article 11)