

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyrights Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Design Review Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following pages for those requirements.**

PROJECT DOCUMENTS:

- [Climate Action Plan Development Worksheet](#)*
- Color Photographs of the Site
- Design Concept Narrative*
- Neighborhood Context Map
- Preliminary Drainage Report*
- Preliminary Title Report*
- Preliminary Storm Water Low Impact Development Submittal (SWLIDS)*
- Project Valuation
- [Storm Water Determination Worksheet](#)
- [Traffic Analysis](#)*

PROJECT PLAN SET COMPONENTS:

- Conceptual Grading/Drainage/Utility Plan Sheet(s)*
- Creek Cross Section Sheet*
- Existing and Proposed Elevations Sheet
- Exterior Lighting Plan Sheet*
- Floor Plan Sheet*
- Material/Color Details Sheet
- Plan Details Sheet
- Preliminary Landscape Plan Sheet*
- Site and Building Sections Sheet*
- Site Plan Sheet
- Streetscape Rendering Sheet*

*May be required, see table below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s). Major Design Review also requires payment of a Design Review Board Public Hearing fee.

DESIGN REVIEW INFORMATION & PROCESS

Design Review approval is required for all exterior physical changes to existing multi-family residential, commercial, and industrial structures that may or may not require a building permit. The intent of this process is for the City to review the design of proposed development (for example, building architecture, landscaping, and site planning), in compliance with the City's Zoning Code and Design Guidelines. Please review Zoning Code [Section 20-52.030](#) and the [City's Design Guidelines](#) prior to application submittal.

MAJOR DESIGN REVIEW - Major Design Review is required for projects with 5,000 square feet or more of floor area within a preservation district or visually sensitive location, and all projects with 10,000 square feet or more of new floor area (except those which qualify for Reduced Review Authority Design Review through the [City's Resilient City Development Measures Ordinance](#)). Major Design Review applications are acted on by the City's Design Review Board during a public hearing.

REDUCED REVIEW AUTHORITY DESIGN REVIEW - Multifamily residential projects, lodging, and childcare centers exceeding 10,000 square feet within the City's Priority Development Areas (PDAs) qualify for Minor Design Review under the [City's Resilient City Development Measures Ordinance](#). Reduced Review Authority Design Review applications are acted on by the City's Zoning Administrator during a public meeting.

MINOR DESIGN REVIEW - Minor Design Review is required for projects that are up to 10,000 square feet in total floor area, and not within a historic district or visually sensitive location or project. Minor Design Review applications are acted on by the City's Zoning Administrator during a public meeting.

DIRECTOR-LEVEL REVIEW - Projects which consist of new awnings, adding a door or window, new rooftop equipment that cannot be seen from the street, ADA improvements associated with tenant improvements, "cool roof" material changes, outdoor dining for restaurants within a commercial district, and other similar changes as determined by the Director of Planning and Economic Development, will likely qualify for Director level Design Review. ***This level of design review does not require an application and will be processed in conjunction with a building permit using information provided for the building permit application.***

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL applications must be in digital format and comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Refer to the Required Project Information Table (below) to determine if a document is required. If the Required Project Information Table indicates that a document MAY be required, use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan set requirements](#). Refer to the Required Project Information Table (below) to determine if a plan set component is required. If the Required Project Information Table indicates that a plan set component MAY be required, use the [plan set requirements](#) to determine if you should include that plan set component.

REQUIRED PROJECT INFORMATION TABLE

(BY DESIGN REVIEW TYPE)

Legend			
✓ Required			
○ May be required (see Sections below)			
- Not required			
	MAJOR DESIGN REVIEW	REDUCED REVIEW AUTHORITY DESIGN REVIEW	MINOR DESIGN REVIEW
Project Documents*			
Climate Action Plan Development Worksheet	✓	✓	○
Color Photographs of Site	✓	✓	✓
Design Concept Narrative	✓	✓	-
Neighborhood Context Map	✓	✓	✓
Preliminary Drainage Report	○	○	○
Preliminary Title Report	✓	✓	○
Preliminary Storm Water Low Impact Development Submittal (SWLIDS)	○	○	○
Project Valuation	✓	✓	✓
Storm Water Determination Worksheet	✓	✓	✓
Traffic Analysis	○	○	○
Project Plan Set Components*			
Conceptual Grading/Drainage/Utility Plan Sheet(s)	✓	✓	○
Creek Cross Section Sheet	○	○	○
Existing and Proposed Elevations Sheet	✓	✓	✓
Exterior Lighting Plan Sheet	✓	✓	○
Floor Plan Sheet	✓	✓	○
Material/Color Details Sheet	✓	✓	○
Plan Details Sheet	✓	✓	○
Preliminary Landscape Sheet	✓	✓	○
Site Plan Sheet	✓	✓	✓
Site and Building Sections Sheet	✓	✓	○
Streetscape Rendering Sheet	✓	✓	○

* ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

For project information identified above as May be required, we encourage you to consult with Planning staff and review the [plan set requirement sheet](#) prior to submitting your Design Review Application.