

# CONCEPT DESIGN REVIEW CHECKLIST



## Project Information

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

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

## APPLICATION SUBMITTAL REQUIREMENTS

### **REQUIRED APPLICATION FORMS:**

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

### **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:**

- Color Photographs of the Site
- Design Concept Narrative
- Neighborhood Context Map

#### **PROJECT PLAN SET COMPONENTS:**

- Conceptual Landscape Plan Sheet
- Creek Cross Section Plan Sheet\*
- Existing and Proposed Elevations Sheet
- Floor Plan Sheet
- Site Cross Section\*
- Site Plan Sheet

\*May be required, see plan sheet requirements and document requirements linked below

### **REQUIRED FEES:**

Use the City's online [Fee Schedule to determine your project's required Application Fee\(s\)](#).

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

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

**PROJECT DOCUMENTS** – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

**PROJECT PLAN SET COMPONENTS** – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

## CONCEPT DESIGN REVIEW INFORMATION & PROCESS

Concept Design Review is required for all projects that qualify for a reduced review authority under the Resilient City Development Measures Ordinance\* and is optional for all other projects requiring design review. The purpose of Concept Design Review is to provide an opportunity for nonbinding comments from the Design Review Board (DRB) to the applicant and interested citizens. Concept review is designed to offer advice and suggestions only and does not result in any actions by the DRB.

Prior to submission of a Concept Design Review application, consider the following resources: the [City's Design Guidelines](#) and [Section 20-50.040](#) of the Santa Rosa Zoning Code.