



Community Development Department Planning Division

Project Address:

Date:

Planner:
accepting application

| For Applicant's Use | For Staff Use | Design Review Application Checklist Please note: Your project planner may require additional information depending on the specifics of your project. | Application Type | |
|--|---------------|---|---|---|
| | | | Staff DR | HPRC |
| | | | Requirement | |
| | | Application Form | Yes | |
| | | Project Summary Sheet | Yes | |
| | | Title Report | Yes (may be waived for additions to existing buildings) | |
| | | Environmental Checklist | Depending upon project | Yes |
| | | Mailing Labels | Depending upon project | Yes (see <u>Mailing Notice</u> handout) |
| | | Filing Fee • write amount here: \$ | Yes (see <u>Fee Schedule</u>) | |
| For the following items, see <u>Submittal Standards</u> sheet | | | | |
| | | Site Plan | 6 sets | |
| | | Elevations and Architectural Plans | 6 sets | |
| | | Parking and Circulation Plan Landscaping Plan Lighting Plan Floor Plan (Plans may be combined with the site plan or may be provided on separate sheets) | 6 sets, if required (Depending upon project) | |
| | | Building Materials and Color Sample Board | Depending upon project | 1 |
| | | Photographs | Depending upon project | 1 set printed and 1 set electronic |

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| | | | Requirement | |
| | | Additional Documents and Materials <ul style="list-style-type: none"> • Applicant's statement • Architectural historian's report • Historic photographs and/or maps • Architectural renderings or sketches • Perspective drawings or scale models • Traffic report • Soils report • Archaeologist's report • Phase 1 Environmental report • Stormwater Control Plan | Depending upon project | |
| | | Additional Plans Required Subsequent to Initial Submittal Plans – If revised, but needs further staff review: | 6 sets | |
| | | Plans – Ready for Commission review: | 1 full-size set, folded* 18 sets 11"x17" *additional full-size sets may be required, depending upon project | |