

DESIGN REVIEW SUBMITTAL REQUIREMENTS FOR PROPOSALS IN LOCAL HISTORIC DISTRICTS

NOTE: Prior to the City's Design Review Committee meeting to consider the case, the pertinent documentation listed below should be submitted to the Urban Design Division with the application for a Certificate of Appropriateness. While actual material samples do not have to be submitted to staff in advance, color photos of the materials must be submitted to staff, and the actual materials must be presented at the Design Review Committee meeting. In order for the Design Review Committee to properly review your proposal, please insure that your presentation includes the items noted below. Please also insure that your proposal conforms to the applicable Design Review Guidelines for your district.

REMODELING AND ADDITIONS:

- Scaled (see Notes 1 and 2) elevation drawings indicating the proposed alterations or additions, clearly indicating the existing building and what is proposed; Proposed materials for siding, trim, roofing, windows, doors, building walls, retaining walls, etc. should be clearly noted on each elevation drawing. Include siding width if replacing.
- Scaled (see Note 1) color rendering showing the proposed alterations or additions in the actual color(s) proposed. Wall signs, if any, on building(s) are to be included on the rendering
- Dimensioned site plan to scale (see Note 1) showing: 1) dimensions of lot, 2) location and dimensions of existing building(s), driveways, and motor courts, if any, 3) location and dimensions of proposed additions, driveways, and motor courts, if any, and 4) location of all existing and proposed ground and roof mounted equipment, including fences, retaining walls, and dumpster enclosures
- Actual manufacturer's material and color samples for shingles, brick, stone, mortar, paint, stain, stucco, lighting, etc. (See Note 2)
- Color photographs of existing conditions from all sides
- Historic photographs, plans, or elevations when replacement windows, doors, and siding are proposed or when the request is to return a structure to an earlier historic appearance

NEW CONSTRUCTION:

- Scaled (see Notes 1 and 2) elevation drawings (all four sides) indicating the proposed building; Proposed materials for siding, trim, roofing, windows, doors, building walls, retaining walls, etc. should be clearly noted on each elevation drawing.
- Scaled (see Note 1) color rendering showing the proposed building in the actual color(s) proposed. Wall signs, if any, on building(s) are to be included on the rendering
- Dimensioned site plan to scale (see Note 1) showing: 1) dimensions of lot, 2) location and dimensions of existing building(s), driveways, motor courts, fences, and retaining walls, if any, 3) location and dimensions of adjacent building(s) and driveways, 4) location and dimensions of proposed building(s) and driveways, and 5) if proposed, location of parking areas or motor courts, fencing, retaining walls, dumpster enclosures, and all roof or ground mounted equipment
- Actual manufacturer's material samples for shingles, brick, stone, mortar, paint, stain, stucco, lighting, etc. (See Note 2)
- Color photographs of the proposed site and the structures within the vicinity of the new building
- Scaled landscape plan showing location, sizes, species, and plant spacing of all landscaping and plant materials to be used, as well as location/size/type of existing trees that will remain and existing trees that will be removed (if any)

RELOCATION:

- Photograph of structure on current site
- Reason for request to move building
- Dimensioned site plan to scale (see Note 1) showing proposed building on new site
- Elevation showing height and width of structure on new site
- Color photographs of structures within vicinity of new site

DEMOLITION:

- Color photographs (exterior and interior) depicting the current state of the structure. Photographs and drawings must clearly label areas of structural deterioration
- Drawings to adequately describe site use after demolition (i.e., the same site plan, elevation drawing, and color rendering submittals required for new construction projects, as indicated above)
- Scaled landscape plan showing location, sizes, species, and plant spacing of all landscaping and plant materials to be used
- Documentation from a qualified real estate appraiser or licensed restoration contractor that the historic building can not be adaptively reused or a structural report by a licensed structural engineer or a licensed restoration contractor that the building is incapable of being repaired

STUCCO, PAINTING, REPOINTING:

- Color photographs of all areas involved and surrounding structures if applicable
- Actual manufacturer's material/color samples for shingles, brick, stone, mortar, paint, stain, stucco, lighting, etc. (See Note 2)

FENCES AND LANDSCAPING:

- Site plan showing location of fence or landscaping, and location of existing building(s) and driveways
- Dimensioned elevations and section to scale (see Note 1), showing design of fence and material (see Note 2)
- Scaled landscape plan showing location, sizes, species, and plant spacing of all landscaping and plant materials to be used, as well as location/size/type of existing trees that will remain and existing trees that will be removed (if any)
- Photograph of the area to be fenced or landscaped

AWNINGS:

- Photograph of building elevation to which awning is to be attached
- Scaled, color rendered drawing (showing the actual colors) noting dimensions, signage, and location on building of each awning
- Description of awning attachment and lighting
- Actual manufacturer's color and material samples

SIGNAGE:

- Scaled, color rendered drawings showing the actual colors and showing the dimensions of each sign, including mounting heights, overall height of pole signs, and dimensions and spacing of text
- Scaled elevation or site plan showing location of each sign on site or on building. Include dimension for front linear feet (straight line length) of the building. For corner properties show dimension of both fronts that face streets
- Description of construction, method of illumination, and mounting
- Calculation of total aggregate area of proposed signs and any existing signs
- Scaled landscaping plan for monument and pole signs showing all sizes, species, and plant spacing
- Actual manufacturer's color and material samples

LIGHTING:

- Location of surface mounted lights
- Location and design of all light standards
- Distribution of light wash on surfaces
- Indication of all readable light sources from public right of way

GENERAL NOTES:

- Note 1: Minimum scale of 1"=30' on all plans, elevations, and section details of new cornices, columns, railings or any other distinctive details, unless otherwise approved
- Note 2: When material descriptions are required, the actual materials to be used must be designated on the elevation drawings.
- Note 3: All plans shall include a north arrow, preferably oriented towards the top of the sheet, and a legend identifying any symbols.