



## DESIGN REVIEW APPLICATION CHECKLIST

Please submit the following information (as applicable) to City Hall for formal review and action by the Design Review Board.

### Architectural

- \_\_\_\_\_ Foundation Plan (1/4"=1'0")
- \_\_\_\_\_ First Floor Plan (1/4"=1'0")
- \_\_\_\_\_ Second Floor Plan (1/4"=1'0")
- \_\_\_\_\_ Roof Plan (1/4"=1'0")
- \_\_\_\_\_ Building Section (1/4"=1'0")
- \_\_\_\_\_ Elevations N/S/E/W (1/4"=1'0")

Other: \_\_\_\_\_

### Detailing

- \_\_\_\_\_ Window Type
- \_\_\_\_\_ Door Type
- \_\_\_\_\_ Siding Materials
- \_\_\_\_\_ Roofing Material
- \_\_\_\_\_ Colors (chips or samples)
- \_\_\_\_\_ Trim
- \_\_\_\_\_ Ornamentation

Other: \_\_\_\_\_

### Landscaping

- \_\_\_\_\_ Site Plan (1"=20')
- \_\_\_\_\_ Ground cover/shrubs/trees
- \_\_\_\_\_ Contours (existing & proposed)
- \_\_\_\_\_ Paving material
- \_\_\_\_\_ Outdoor furniture
- \_\_\_\_\_ Fencing
- \_\_\_\_\_ Trash container/enclosure

Other: \_\_\_\_\_

### Signage

- \_\_\_\_\_ Sign type, area, and location.  
Design; including letter type,  
size, graphics, material & colors.
- \_\_\_\_\_ Lighting
- \_\_\_\_\_ Banners

Other: \_\_\_\_\_

### Photos

- \_\_\_\_\_ Existing Building
- \_\_\_\_\_ Neighboring Buildings
- \_\_\_\_\_ Views from site

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(Do not Write Below-For Office Use Only)

- \_\_\_\_\_ Proposal is approved.
- \_\_\_\_\_ Proposal is approved with the following exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Drawings are marked with changes.
- \_\_\_\_\_ Proposal is denied. Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Design Review Board