

## 3.0 Submittal Forms and Checklists

### 3.4 North Park Design Review Committee DRC Schematic Design Review Checklist

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

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

- Submittals must be received eight calendar days prior to review meeting.
- Check off or initial each box under the “Included by Applicant” column to ensure required items have been provided.

Submittal Items Required Each drawing sheet must include the project title, scale, north arrow, and date of preparation	Included by Applicant	Check In (For DRC Staff Only)
Included in the Complete Submittal Packet:		
Submittal Cover Sheet		
Contact Information Form		
Schematic Design Review Checklist (this form)		
Site Data Form		
Six (6) complete sets of the drawings, measuring 11x17		
One (1) flash drive: Containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff)		
<b>Response Letter:</b> A letter of response to any DRC comments that were given during the Preliminary Sketch Conference		
Included in the Drawings		
<b>Vicinity Map:</b> Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320 ft radius of the property.		
<b>Site Plan:</b> Provide the location and dimension of all intended improvements, including: <ul style="list-style-type: none"> <li>• Building(s)</li> <li>• Structures</li> <li>• Parking lots</li> <li>• Loading areas</li> <li>• Storage facilities</li> <li>• Hardscape areas (sidewalks, plazas, etc.)</li> <li>• Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)</li> <li>• Sign locations</li> </ul>		

## 3.0 Submittal Forms and Checklists

### 3.4 North Park Design Review Committee DRC Schematic Design Review Checklist (Continued)

<ul style="list-style-type: none"> <li>• Light fixtures</li> <li>• Means of ingress and egress</li> <li>• Curb cuts</li> <li>• Traffic patterns</li> <li>• Drives and driveways</li> <li>• Existing easements</li> </ul>		
<p><b>Grading and Drainage Plan:</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• Proposed contours at 1' contour intervals</li> <li>• Narrative description of how site will generally handle drainage and detention</li> </ul>		
<p><b>Building Floor Plans:</b> Floor plans for the main level of each building type or home type being proposed</p>		
<p><b>Building Elevations:</b> Elevations should be provided for each building type or home type for each of the facades and should include the following:</p> <ul style="list-style-type: none"> <li>• Identify the proposed color, type of exterior construction materials, and roof pitches</li> <li>• Front facade height and width dimensions should be provided for each building type or home type</li> <li>• Garage door width dimensions for each home type should also be provided</li> <li>• Type and location of screening for rooftop utilities to be illustrated</li> </ul>		
<p><b>Landscape Plan (optional):</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• Plant locations; indicate general types of plants (deciduous shade tree, ornamental tree, evergreen tree, etc.)</li> <li>• Delineate hardscape areas, mulched beds, and irrigated and non-irrigated turf areas</li> </ul>		
<p><b>LEED Checklist:</b> A completed LEED Checklist should be provided, even if the applicant is not applying for LEED Certification</p>		

By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the North Park DRC for review.

\_\_\_\_\_  
Signature of DRC Applicant

\_\_\_\_\_  
Printed Name of DRC Applicant