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## **DOWNTOWN DESIGN REVIEW COMMITTEE**

### **Plan Review Checklist**

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This completed form must be included with each submittal for any Downtown Design Review Committee (DDRC) development plan review, along with a Development Application form. *Failure to submit all of the requirements listed here may delay scheduling a meeting date.*

PROJECT ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

#### **Submittal Requirements are as follows:**

All plans shall be to a scale of no less than 1 inch = 20 feet

#### PRELIMINARY PLAN

1. Site development plans showing in scale (no less than one inch equals twenty feet) proposed building location, existing trees (four inch caliper or larger) and new landscaping, parking layout, exterior lighting, walk way design and materials, preliminary engineering for site drainage, existing and proposed topography at two foot intervals or less, existing and proposed utility taps, proposed retaining walls, all streets, structures, and properties within two hundred feet and their curb cuts.
2. Drawings to scale (not less than 1/8 inch equals one foot-zero inch) of all exterior elevations and building floor plans. Drawings are to show wall and roofing materials and colors.

#### FINAL PLAN

1. Contours reflecting existing topography at two foot intervals or less
2. Grading Plan showing finished contours
3. Existing environment features (e.g. ravines, creeks, trees)
4. Proposed building pad with dimensions and lot setback distances
5. Proposed retaining walls
6. Driveway locations with dimensions and type of surface material
7. Proposed landscaping with identification and size of plantings
8. Walkway locations with dimensions and type of surface material
9. Location and description of exterior lighting
10. Proposed fencing
11. Parking
12. Signs
13. Heating, air conditioning, ventilation and exhaust equipment locations
14. Trash storage location
15. Pavement specifications
16. Utility locations
17. Complete storm drainage calculations
18. Complete architectural plans and specifications including types of material, color, trim, and detail for each side of the structure
19. Any other plans, drawings or calculations required by law