



Design Review Building Permit Submittal Check List

This form is to be completed by either applicant or their representative and submitted with Design Review Building Permit plan set. Please check with the Building Inspection Division for requirements for Building Inspection Plan Review submittal requirements.

DATE: _____

NAME OF PROJECT: _____

APPLICANT'S NAME: _____

PRIMARY CONTACT: _____

PHONE: _____ EMAIL: _____

FINAL DESIGN REVIEW APPROVAL DATE: _____

PROJECT HISTORY: List the date(s) of ALL other Town approvals for this project if applicable to include: Planning Commission, Town Council, Board of Zoning Adjustments, or Construction Board of Adjustment.

SUBMITTAL PLANS:

1. One (1) full size (24 x 36) set of plans. Do not submit a full construction set.

ALL PAGES OF ALL PLANS

1. PROJECT NAME AND ADDRESS in Title Block
2. SUBMITTAL TYPE (Design Review Building Permit) in Title Block
3. DATE OF MEETING in Title Block
4. NORTH ARROW and GRAPHIC AND WRITTEN SCALE

COVER SHEET

1. LOCATION MAP
2. TAX MAP SERIES (TMS) Number(s)
3. STREET ADDRESS (if vacant, have address assigned by Planning Department prior to submittal)
4. ZONING DISTRICT
5. ZONING REQUIREMENTS:
 - (a) Setbacks
 - (b) Conditions
6. NAME, ADDRESS, TELEPHONE, AND E-MAIL ADDRESS OF:
 - (a) Primary Contact. All correspondence shall go through Primary Contact
 - (b) Current Property Owner
 - (c) Developer
 - (d) Architect
 - (e) Engineer
 - (f) Landscape Architect
 - (g) Lighting Engineer
7. IF PART OF A SUBDIVISION
 - (a) Subdivision Name
 - (b) Lot and Block
8. SHEET INDEX

ORIGINAL SURVEY—Copy of original survey used for base maps and designs

STAKING PLAN

1. BOUNDARY DATA AND REFERENCE
2. SETBACK LINES
3. EXISTING AND PROPOSED EASEMENTS
4. PARKING DIMENSIONS AND SIZE
5. BUILDING DIMENSIONS
6. BUILDING SIZE (sq. feet: each floor and total)
7. ADJACENT CURB CUTS both sides of street for a distance of 200 feet either side of property line
8. DISTANCE TO NEAREST INTERSECTION from proposed curb cuts (measured from point of tangency)
9. PARKING
 - (a) Total Spaces

- (b) Number allowed by ordinance and cite “use or use category” from zoning code table
 - (c) Regular Spaces
 - (d) Handicap Spaces
 - (e) Parking Ratio
10. STREET/TRAFFIC/PARKING SIGNS AND LOCATIONS
 11. EXISTING AND PROPOSED UTILITIES with easements
 12. ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
 13. BUILDINGS ON ADJACENT PROPERTIES (footprint)
 14. ADA TRUNCATED DOME DETAIL

CLEARING, GRADING, DRAINAGE, & STORMWATER POLLUTION PREVENTION PLANS

1. BENCH MARK
2. EXISTING TOPOGRAPHIC FEATURES include one foot contour lines, may need offsite information as it pertains to runoff direction and elevation of nearest structures.
3. GRADING DRAINAGE PLAN – One foot contour lines supplemented as necessary, existing and proposed spot elevations, building finished floor elevation, fill around protected and historic trees, utilities, pond staging elevations.
4. SILT FENCE AND TREE BARRICADE LOCATIONS—include tree barricade detail

LANDSCAPE AND TREE REPLACEMENT PLAN

1. BUFFERYARDS (On all site plans)
 - A. Location
 - B. Type
 - C. Size
2. FINAL LANDSCAPE PLAN
 - A. Bufferyard and Landscape requirements (chart form)
 - B. Plant Schedule (size and species)
 - C. Planting Details
3. TREE SURVEY with Site Plan Overlay, signature and seal of registered engineer or surveyor
4. TREE PROTECTION (chart form) on tree survey and site plan overlay sheet
 - A. At least 160 caliper inches per acre. This can be satisfied by counting any protected trees retained on site and any canopy trees planted on site.
 - B. The minimum size for replacement trees is 4 inches in caliper and 16'-18' in height.
 - C. Tree Protection Zone. This is defined as the area centered around the tree, the radius of which is equal to 1/2 foot for each inch of DBH measurement.
 - D. Details of disturbance within tree protection zones
 - E. HISTORIC TREE REMOVAL: If historic tree removal is requested, provide tree species, size and condition. Additional information may be requested by staff: assessment from a Certified Arborist, explanation regarding requested removal of tree(s) as it pertains to the site.
5. LOCATION OF TREES:
 - A. To be SAVED (On all plans)
 - B. To be REMOVED
 - C. HISTORIC TREES
6. TOTAL NUMBER OF TREES (in DBH inches):
 - A. Pre-Development
 - B. To be removed
 - C. Post-Development
7. TREE PROTECTION DETAIL
8. DUMPSTER ENCLOSURE AND ELEVATION DETAIL
9. MAINTENANCE CERTIFICATION
10. SIGNATURE AND SEAL OF LANDSCAPE DESIGN PROFESSIONAL

PHOTOMETRIC PLAN

1. SITE PLAN not more than 1" = 20' minimum. Lighting plan should ideally be overlaid on landscape plan.
2. ILLUMINATION CALCULATION showing:
 - A. Light levels in FOOTCANDLES at points located on 10' center grid
 - B. Maximum to Minimum Ratio
 - C. Average Maximum to Minimum Ratio
 - D. Uniformity Level
3. FIXTURE SCHEDULE (On photometric plan or separate sheet within plans (same size as all other pages in submittal)).
 - A. fixture design
 - B. type of lamp (incandescent, fluorescent, or metal halide)
 - C. wattage of each fixture (chart form) wattage should not exceed 250 watts unless specifically allowed by ordinance
 - D. manufacturer's cut sheet.

4. MANUFACTURER'S PHOTOMETRIC DATA for each type of light fixture—pole and building mounted. (On photometric plan or separate sheet within plans (same size as all other pages in submittal)).
5. POLE AND BASE DESIGN (mounting) for each type of light fixture. (On photometric plan or separate sheet within plans (same size as all other pages)).
6. SIGNATURE AND SEAL OF LIGHTING DESIGN PROFESSIONAL

ARCHITECTURAL PLANS

1. ELEVATIONS. Elevations of all sides of buildings shall be presented. Elevations shall accurately represent a view of all sides of the building. Floor elevations must be delineated and existing and proposed grade levels must be shown. Label all exterior materials and note all materials and manufacturers in notes field of plans.
2. FLOOR PLANS. Floor plans shall be presented depicting the layout of spaces for all levels of the proposed structure. Floor plans should be at the same scale as the elevations.
3. MECHANICAL AND ELECTRICAL UNITS. Show all exterior
 - A. HVAC equipment
 - B. Electric meters
 - C. Transformers
 - D. Building mounted electrical panels
 - E. All Building mounted light fixtures
4. BUILDING SECTIONS. Drawn at scales as necessary for clarification or construction.
5. DETAILS.
 - A. A Typical Wall Section (to include B, C, and D)
 - B. Wall Section through window and door
 - C. Window and door details, if required at Design Review
 - D. Exterior Trim, if required at Design Review
 - E. Sign Band/Sign Locations noted.
 - F. Exterior walls and/or fences, mechanical screens
 - G. Roof mounted mechanical unit screens, if required at Design Review.
 - H. Other details as needed for clarity for construction, if required at Design Review.
 - I. Manufacturer's catalog cut sheet of building mounted lights (on same size paper as rest of submittal package.)
6. EXTERIOR MATERIALS listed in NOTES field of elevation plans.
7. SIGNATURE AND SEAL OF REGISTERED ARCHITECT OR ENGINEER