

DOWNTOWN INDIVIDUAL DEVELOPMENT APPROVAL CHECKLIST

The following checklist is designed to assist applicants in preparing required materials for review. The applicant should check off each item to ensure that the review has been performed or the item is included.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Plans reviewed by the applicants for conformance with height, bulk, parking, setback regulations and the overall design for conformance with the Development Order (Ordinance 4035) design guidelines pages 37-40. A copy of the guidelines used by the CRA in reviewing your plans is attached. |

Submission Requirements

Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets. The following items are required as part of a complete Individual Development approval application.

ITEMS OMITTED WILL DELAY REVIEW PROCEDURES

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Completed application, completed and signed checklist form, Planning Advisory (PA) date and fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Certification of title and letter of authorization where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Unity of title where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Detailed, signed and sealed, site plans, landscape plans, irrigation plan and elevations drawn to scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The site plan must be of engineering scale with adequate resolution for verification of measurements, horizontal control and include the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Name and address of owner, property identification numbers, applicant and person preparing the site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Date, north arrow and graphic scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Locational sketch showing property in relation to adjacent area. |
| <input type="checkbox"/> | <input type="checkbox"/> | (d) Location of property lines, proposed/existing easements, right-of-ways, water courses and other essential features. |
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Width and location of existing or proposed public or private streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | (f) Proposed/existing lot and building site lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | (h) Landscaping and treatment of perimeter areas such as fences, walls or berms. An appropriate irrigation system must be indicated as being provided for all landscaped areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Accessory structures and dimensioned waste/storage collection point(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | (j) Phasing of the site including any temporary landscaping/accesses. |
| <input type="checkbox"/> | <input type="checkbox"/> | (k) Proposed location of sidewalks, bike paths, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, seawalls or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | (l) Acreage of site, square footage of structures, number of residential units or hotel rooms, square footage of open space as defined in the Development Order (areas counted as open space must be identified on the plans by shading or crosshatching), office equivalent calculations and shared parking calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | (m) Zoning and Comprehensive Plan designation for any adjacent property outside of DDRI. |
| <input type="checkbox"/> | <input type="checkbox"/> | (n) Proposed height of structures as measured from average crown of road and maximum permitted height. |
| <input type="checkbox"/> | <input type="checkbox"/> | (o) List of unit types and sizes. |

DOWNTOWN INDIVIDUAL DEVELOPMENT APPROVAL CHECKLIST (Pg. 2)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (p) Parking spaces dimensioned and numbered (required/provided). |
| <input type="checkbox"/> | <input type="checkbox"/> | (q) Existing and proposed fire hydrants and fire connections. |
| <input type="checkbox"/> | <input type="checkbox"/> | (r) Location, percentage and size of areas to be conveyed, dedicated or reserved as open space, public parks, recreational and similar uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | (s) Name of adjoining property owners or development projects. |
| <input type="checkbox"/> | <input type="checkbox"/> | (t) Available water lines or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | (u) Available sewer lines. |
|
 |
 |
 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A review of all site utilities as required pursuant to Section 2(4)d of the Development Order. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. A review of construction phasing including requirements for parking and staging during construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Where a site plan covers only a part of real property owned by the applicant, a master-phasing plan for the entire property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Typed and sealed legal descriptions and sealed surveys (including crown of road elevation prepared by a registered land surveyor). Provide an electronic WORD file of the legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Preliminary design of bridges or culverts as may be required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. An existing tree survey depicting all trees having a diameter of 2" or greater as measured 4-1/2 feet above the ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Parking accumulation study and/or traffic statement and electronic pdf files of the traffic statement and/or parking study and site plan, if required by City Traffic Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All Planning Advisory (PA) comments have been addressed. A PA response letter should be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. A computer generated colorized copy of the site plan, floor plan, rendering and elevations will be required prior to the scheduling of a public hearing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Samples of colors and samples or descriptions of materials as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Schedule a Pre-Application meeting to ensure that the information, drawings, etc., are complete. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. You will not be placed on a meeting agenda until all pertinent information has been received and determined to be complete as provided for in Ordinance 4035. |

I HEREBY CERTIFY THAT THE SITE PLAN INFORMATION SUBMITTED IS COMPLETE, ACCURATE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

Date: _____ Signed: _____
(Applicant)

Submittal Requirements

The following are the submission requirements and the criteria that projects will be reviewed by in the Downtown developing under the Downtown Quality Development Regulations (Interim Design Guidelines). All projects developing under the Downtown Quality Development Regulations (Interim Design Guidelines), as specified in Ordinance 4035 as amended, will be subject to Urban Design Review.

Process

Applicant submits initial deposit and administrative fee and detailed schematics- on computer disc (e.g. conceptual elevations or any renderings that help clarify the architectural features of the project) for Urban Design Review to the City. The City forwards the CDs with Planning Advisory Review (PAR) comments (if available) to Urban Design Associates (UDA) and authorizes them to proceed with an urban design review.

Applicant contacts the assigned City Staff to schedule a kickoff meeting/conference call with UDA. Clarification of proposed development, uses, its relation to pedestrian linkages, property and curb line measurements, etc. to be identified during this phase prior to initiating the review.

The applicant will post their drawings for review in .dwg or .pdf format to the assigned planner.

During the review period (14 days from a complete application), the reviewer at UDA will redline and annotate in .dwg or .pdf format the drawings and submit the redlined drawings to the assigned City staff upon completion.

In the event of addendum reviews, archived material may be reinstalled on the on-line review folders, as necessary. The review process will begin again with the revised submission material from the applicant.

Upon completion of the Urban Design Review process, the applicant may submit an Individual Development Approval (IDA) application for Compliance Review with the City.

Schematic Design Review

The Schematic Design (SD) Review is for design content only and is primarily intended to check general conformance with the Interim Design Guidelines (IDG). Building and safety codes are to be reviewed with their proper authorities as designated by the City.

Note:

All supporting information listed below must be provided in a digital format (.dwg is preferred, .pdf is acceptable). Use of the "SketchUp" computer software program is strongly recommended.

Submittal Checklist

- Site plan 1" = 40'-0"
- Open Space Plan 1" = 40'-0" (include linkages to pedestrian crossings, landscape & transportation)
- Elevations 1/16" = 1'-0" (with materials indicated)
- Floor plans 1/16" = 1'-0"
- Roof plan 1/16" = 1'-0"
- Area/Volume Excel spreadsheet

Area and volume calculations must include site area, maximum buildable footprint (site minus setbacks and open space requirement), building footprint, and the gross square feet of each level). Volume calculations should include the overall allowable volume under the old guidelines, and as proposed. If massing occurs within the Architectural Opportunity Zone (AOZ), the volume of the AOZ and the massing within the AOZ must be included.

Compliance Checklist

I. Community Patterns

IDG Step #1: Determine building footprint and placement

- Meet all setback requirements according to street type
- Include open space requirements

IDG Step #2: Determine General Building Envelope

- Every increase in height of a building over 100'-0" has an equivalent volume decrease on the site below 100'-0"
- Volumes above 100'-0" are limited to 33% of the overall buildable footprint
- Petition for additional 17% (maximum 50% building footprint) to achieve general consistency with the IDG

II. Architectural Patterns

IDG Step #3: Establish Architectural Bays

- Each bay minimum 7'-0" wide, maximum 14'-0" wide (15'-0" wide at façade end and corners)
- Each façade no greater than 12 bays wide
- Buildings wider than 12 bays shall have multiple facades no greater than 12 bays wide.
- Multiple facades offset and articulated with different colors and materials

IDG Step #4: Determine Building Massing

- Occupied volume within the Architecture Opportunity Zone (AOZ) is no greater than 35% of the total AOZ.
- Massing within the AOZ limited to five bays aggregate width, or two-thirds of the overall number of bays
- For any addition of volume within the AOZ, there is an equivalent reduction in the overall building volume
- Massing projections limited to 7'-0" into the building setback, and are located above the ground floor up to the first vertical building setback

IDG Step #4: Determine Building Massing (continued)

- Any addition of occupied space into setback area has an equivalent reduction in the overall building volume.
- Cantilevered projections at the second floor may post down to the ground level to create loggias.
- Projections may occur at a maximum aggregate width of five bays or two-thirds the number of bays.

IDG Step #5: Building Articulation

A. Skyline

- Include architectural elements/embellishments to indicate human habitation on the upper floors.
- Unoccupied tower elements or mechanical enclosures located above 140 feet may extend a maximum of 20'-0" above the height of the tallest primary building mass to a maximum of 160'-0".
- Individual elements or enclosures shall be limited to 13% of the area of the tallest primary building mass and collectively shall not exceed 26% of this area.

B. Mid-Section

- Windows provide a sense of activity for both commercial and residential buildings, giving the feel of a vibrant and enjoyable place.
- Windows should be appropriately scaled to their function, whether those functions are retail, commercial, or residential in nature.
- Where shutters are used, their width should be one half of the window opening.
- Balconies reinforce the sense of activity within a building and provide a connection to the outdoors for building occupants.
- As balconies do not increase the occupied space of a building, they do not impact the overall development area

C. Ground Floor

- Active uses on the ground floor of buildings
- The ground plane should include areas for outside dining and gathering
- The ground plane should include planting beds for ornamental flowers and trees
- Shade trees, as well as palm trees should be provided along the street spaces
- Pergolas, and other shade devices can be a substitute for shade trees
- Ground floor arcades are encouraged
- Storefronts are provided for ground floor public uses such as retail.
- The ground floor should include landscape buffer area and appropriate doors and windows for residential uses.
- Light fixtures on buildings and street light fixtures are provided.
- Box windows and balconies projecting beyond the façade of the building on lower floors to provide views up and down the street.
- Linkages to pedestrian crossings, landscape, open space and transportation are provided.