

3.5 Centerra/Millennium Design Review Committee Design Development Review Checklist

Project Name:

Date Submitted:

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- **Submittals must be received eight calendar days prior to review meeting.**
 - **Check off or initial each box below for items that have been provided.**
- 1. Submittals to the DRC for Design Development review must contain:**
- One (1) set of landscape drawings (24"x36" or full size sheet format) at a scale of one (1") inch equals fifty (50') feet or one (1") inch equals thirty (30') feet
 - Six (6) sets of the drawings measuring 11"x17"
 - One (1) compact disk containing an electronic copy of the entire submittal (unless previously emailed to DRC staff)
 - Each sheet should include the project title, scale, north arrow, and date of preparation
- 2. DRC Submittal Forms**
- Submittal Cover Sheet
 - Contact Information
 - Site Data Form
 - Design Development Review Checklist
- 3. Response Letter**
- A letter of response to any DRC comments that were given during the Schematic Design review
- 4. Vicinity Map**
- Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320-foot radius of the property.
- 5. Site Plan**
- Provide the location and dimension of all intended improvements, including:
 - Building(s) and structures
 - Parking lots
 - Loading areas
 - Storage facilities
 - Hardscape areas (sidewalks, plazas, etc.)
 - Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)
 - Sign locations
 - Light fixtures
 - Means of ingress and egress
 - Curb cuts
 - Traffic patterns
 - Drives and driveways
 - Existing and proposed utility easements
 - Existing and proposed pedestrian and access easement
 - Property lines

6. Grading and Drainage Plan

- Provide the following:
 - Proposed contours at 1' contour intervals
 - Pipe locations
 - Inlets
 - Outfall locations
 - Detention amount in ac/ft.

7. Utility Plan

- Provide horizontal layout of proposed utilities and associated utility easements. Include:
 - Main lines
 - Service lines
 - Fire hydrants
 - Meters
 - Show locations of above ground utility improvements

8. Building Elevations and Floor Plans

- Color elevations and building floor plans should be provided for each building type or home type for each of the facades and should include the following:
 - Color Elevations for all facades and for each building type or home type
 - Proposed color, type of exterior construction materials, and roof pitches
 - Front façade height and width dimensions for each building type or home type
 - Elevations of all service enclosures
 - Garage door width dimensions for each home type
 - Type and location of screening for rooftop utilities

9. Roof Plan

- Show all mechanical, plumbing and communication equipment.

10. Exterior Colors and Materials Samples

- Provide exhibit board including samples of the following proposed building materials and colors including but not limited to:
 - Walls
 - Roofs (sloped and flat)
 - Windows
 - Trim
 - Canopies/awnings

11. Landscape Plan

- Provide the following:
 - Square footage and percentages of landscape and hardscape (patios, plazas, etc.)
 - Building footprint (including window and door locations), hardscape areas, site furnishings, site retaining walls, project sign locations, light locations, utility easements, trash enclosure location(s), drainage improvements, down spout locations, etc.

- General type of irrigation system and the proposed limits of irrigation should be identified and, for projects within Centerra, must be in accordance with the irrigation guidelines within the Centerra Design Guidelines.
- Indicate plant botanical names, common names, locations, quantities, sizes, root type, edger locations, mulched areas versus turf areas, type of mulch, turf varieties, planting details and general planting specifications.

12. Lighting Plan

- Provide the following:
- Product manufacturer(s), fixture model number(s), height of pole fixtures, lamp type used, locations of existing and proposed lights (including street lights, ornamental pedestrian lights, wall mounted lights and parking lot lights),
 - Show a point-by-point light distribution for the subject property. Lighting plan on a maximum 10' grid, measured in foot candles shall be provided and shall include an area 20 feet beyond the property line. Use a Light Loss Factor of 1 in calculations.

13. Site Signage and Site Furnishings

- Provide permanent and temporary sign information for all sign types including project identification, directional, building mounted and temporary. Include:
- Sign dimensions
 - Sign area
 - Dimensional locations of signs
 - Intended sign materials and colors
 - Fabrication techniques
 - Structural design
 - Type of illumination
 - Elevations, cross-section, and/or perspective drawings to show the relationship of permanent signage to the building. *Refer to the Design Guidelines for DRC sign design requirements.*
- Provide the following for all proposed site furnishings:
- Manufacturer(s)
 - Model number(s)
 - Color
 - Location

14. Color Renderings

- Provide colored rendering of all elevations of building(s) and site plan including landscaping.

15. LEED Checklist

- A completed LEED Checklist should be provided, even if the applicant is not applying for LEED Certification

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

Signature of DRC Applicant

Printed Name of DRC Applicant