

3.0 Submittal Forms and Checklists

3.9 Centerra/Millennium Design Review Committee Miscellaneous Review Checklist

Date of Application: _____

Project for Review: _____

Applicant Name: _____

Phone/Email: _____

Property Name: _____

Property Address: _____

Property Owner: _____

Submittal Items Required	Included By Applicant	Checked In (For DRC Staff Only)
Each drawing sheet must include the project title, scale, north arrow, and date of preparation		
Please ensure ALL submittals include the following information:		
➤ Response Letter to Most Recent DRC Decision Letter (if not the first time this project is being reviewed)		
➤ Site Plan <ul style="list-style-type: none"> • For Tenant Improvements, include: <ul style="list-style-type: none"> ▪ Location of improvement on the site ▪ How the improvement fits into the overall site (i.e. trails, access points, etc.) 		
➤ Colors and Materials: <ul style="list-style-type: none"> • Provide details/cut sheets for any proposed materials and colors. 		
➤ Dimensions/Sq. Ft.		
➤ Building Elevations		
➤ Roof plan and screening proposal if new roof top mechanical unit (RTU) will be installed.		
➤ Site Furnishings, if applicable: Provide the following for all proposed site furnishings: <ul style="list-style-type: none"> • Manufacturer(s) • Model number(s) • Color 		

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