

3.4 Centerra/Millennium Design Review Committee Schematic Design Review Checklist

Project Name: _____

Date Submitted: _____

- **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 Schematic Design review must contain:

- 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
- Schematic Design Review Checklist

3. Response Letter

- A letter of response to any DRC comments that were given during the Preliminary Sketch Concept Conference

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)
 - 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 easements

6. Grading and Drainage Plan

- Provide the following:
 - Proposed contours at 1' contour intervals
 - Narrative description of how site will generally handle drainage and detention

7. Building Floor Plans

- Floor plans for the main level of each building type or home type being proposed

8. Building Elevations

- Elevations should be provided for each building type or home type for each of the facades and should include the following:
 - Identify the proposed color, type of exterior construction materials, and roof pitches
 - Front façade height and width dimensions should be provided for each building type or home type
 - Garage door width dimensions for each home type should also be provided
 - Type and location of screening for rooftop utilities to be illustrated

9. Landscape Plan (optional)

- Provide the following:
 - Plant locations; indicate general types of plants (deciduous shade tree, ornamental tree, evergreen tree, etc.)
 - Delineate hardscape areas, mulched beds, and irrigated and non-irrigated turf areas

10. 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