



PLANNING DIVISION

Community Development Department

SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW PROCESS GUIDE

Architectural Design Review Process

The Single-Family Residential Design Review Guidelines apply to all new single-family residential developments in excess of 20 lots. These Guidelines are intended to achieve an architecturally & aesthetically diverse community.

September 2005

SIGNLE-FAMILY RESIDENTIAL DESIGN REVIEW APPLICATION CHECKLIST

APPLICATION # _____ ACCEPTED BY _____ DATE _____

_____ APPLICATION (Included)

_____ APPLICANT CONTACT FORM (Included)

_____ REVIEW FEE

_____ PROJECT NARRATIVE (Verbiage describing how architectural design requirements have been met) **(2 copies)**

_____ FLOOR PLAN & COLOR ELEVATIONS (for each plan offered) **(2 copies)**

_____ COLOR RENDERINGS AND MATERIALS PALETTE (include color samples for all color schemes offered; Include roof tiles, brick accents, stone veneer, etc.) *(Picture samples are required - actual materials will not be accepted)* **(2 copies)**

_____ SETBACK EXHIBIT (Illustrating where staggered principle building setback lines are located; refer to section 20-70-12B.1.c of the Residential Design Review Manual) **(2 copies)**



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**SINGLE-FAMILY RESIDENTIAL
DESIGN REVIEW**

APPLICATION # _____ SUBMITTAL DATE _____ FEES _____ ACCEPTED BY _____

PARCEL NUMBER(S)		EXISTING ZONING	
GROSS AREA (ACRE/SQ. FT.)		NET AREA (ACRE/SQ. FT.)	
DEVELOPMENT/PROJECT NAME			
ADDRESS/LOCATION			
REFERENCE CASES (LIST ALL PREVIOUS PLANNING CASES)			
PROPERTY OWNER			
ADDRESS			
CITY		STATE	ZIP CODE
PHONE NUMBER		FAX NUMBER	
CONTACT PERSON		EMAIL	
APPLICANT			
ADDRESS			
CITY		STATE	ZIP CODE
PHONE NUMBER		FAX NUMBER	
CONTACT PERSON		EMAIL	
ARCHITECT/ENGINEER			
ADDRESS			
CITY		STATE	ZIP CODE
REGISTRATION NUMBER			
PHONE NUMBER		FAX NUMBER	
CONTACT PERSON		EMAIL	
OWNER'S SIGNATURE			DATE

APPLICATION CONTACT

I hereby request that all verbal and written communication regarding the attached application be provided to:

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

Additionally, I understand that it is the above listed person's responsibility to communicate any verbal or written communications on said application to other members of the development team, including, but not limited to application comments, staff reports, action letters, meeting times, etc.

Applicant's Signature

Date