



## 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 2009

## SIGNLE-FAMILY RESIDENTIAL DESIGN REVIEW APPLICATION CHECKLIST

APPLICATION # \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ APPLICATION (Included)

\_\_\_\_\_ APPLICANT CONTACT FORM (Included)

\_\_\_\_\_ REVIEW FEE

\_\_\_\_\_ PROJECT NARRATIVE (Written explanation of 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)**

\_\_\_\_\_ Facade Articulation Exhibit (Illustrating a “staggered” street profile; refer to section 20-78-3.II.C.1 of the Design Review Manual) **(2 copies)**



**PLANNING DIVISION**  
Community Development Department

**SINGLE-FAMILY RESIDENTIAL  
DESIGN REVIEW**

APPLICATION # \_\_\_\_\_ SUBMITTAL DATE \_\_\_\_\_ FEES \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_

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

## 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