

SITE, APARTMENT BUILDING AND ACTIVITY CENTER

DESIGN REVIEW CHECKLIST

The checklist must be completed in full by the applicant prior to submission. Completed elements should be checked. Any elements that do not apply to your site or you are requesting an exception on, check the corresponding column and include notes. Items in italics are recommended actions but not required.

	YES	NO	N/A	NOTES
C.2 Parking stalls no closer to street than the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.3 No driveway to the street if lot has alley access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4 Minimum of a 15' landscape buffer between the building and the parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.5 Parking is a minimum of 5' set back from all property lines (<i>except alley</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.6 Planting islands in parking lot with 12 spaces, and an extra planting island for every additional 20 spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7 <i>In place of C.4, C.5, & C.6, the rear yard sets aside green space totaling 15% of lot</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8 Buffers, setbacks, and planting islands may be used for stormwater infiltration.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.9 There is pavement, concrete curb, and gutter in all parking areas with 8 or more spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.10 Minimum of one off-street parking space per bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.11 All parking spaces at least 8.5' by 17'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.12 Drive aisle meets minimum width requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.13 If at least 25% of paved areas uses paving blocks, parking increased by no more than 5%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.14 Parking lots on same lot as principle structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.15 Techniques used along edges and parking edges to prevent motor vehicles on grass areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.16a Parking lot snow storage area(s) designated in parking lot and/or green space buffers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.16b Snow storage area(s) are not within the required outdoor recreational space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.16c Snow Storage area(s) are not located near parking entrances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.17 Light-colored and/or reflective surfaces coatings for parking lots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.18 Low-impact paving materials and methods used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.19 Porous paving materials use to reduce stormwater runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D.2 Pedestrian routes designated and paved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.3 Pedestrian routes use concrete or other approved material (<i>no asphalt or similar material</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.4 Pedestrian routes use porous paving material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E.2 Site and building plans show all required items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.3 No service, utility, or mechanical features within 10' of building front (<i>except mailboxes</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.4 Trash and recycling containers screened	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.5 Trash and ash cans at each entrance serving 2 or more units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6a Heating appliances are located inside the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6b High energy gas appliances' intakes and exhaust vents located on the side or rear away from sidewalks, trees, & shrubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6c Window-mounted air conditioners are not located in windows facing the street	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6d "Magic Pak" air conditioner/heat pump units on street facing facades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6e Wall-mounted air conditioners facing the street are masked or blend in with the exterior siding and finishes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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E.6f	Heat pumps or air conditioners located on the ground are on one side or the rear of the building and are screened	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6g	Heat pumps or air conditioners located on the roof are one side or the rear of the building and are screened	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.7a	One bike parking space provided for every three bedrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7b	Bicycle parking (<i>accommodating four bicycles</i>) is at least 9' by 6' or 54 sq.ft. and increase by the same ratio for any additional bike parking spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7c	Exterior bicycle parking are either ribbon racks or bike racks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7d	Exterior bike parking areas is located inside/near building entries that is well-lit and not in the front yard or placed to interfere with pedestrian circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7f	Bikes are not stored, locked, or chained on decks, patios, fences, or any other exterior locations other than in bike racks designed for bicycle parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7g	Bicycle parking areas uses porous pavers (<i>except the bike rack base is concrete</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.8	No outdoor vending machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.2	Landscape plan addresses all parts of the parcel and indicates maintenance requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.3a	At least one shade tree per 40 linear feet of lot frontage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.3b	At least one tree placed in the boulevard per 40 linear feet of lot frontage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.3c	At least one tree and 10 shrubs per 600 sq. ft. of landscaped area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.4	Plant size minimum standards have been met in landscape plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.5	Boulevard tree species are from the City's approved list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.6	No <i>Poplar, Box Elder, Catalpa, Mountain Ash, Willows, Birch, Conifers, Hackberry, or Elm</i> trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.7	Existing healthy trees are preserved and indicated in landscape plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.8	Landscaping reinforces pedestrian routes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.9	Parking areas screened from street by shrubs or by other natural landscape screening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.10	Required sq. ft. of outdoor recreational area on ground level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.11	Building(s) designed to create usable open space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G.2a	Walls and fences in the front yard do not exceed 4' in height above the finished grade	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.2b	Walls and fences follow the height restrictions in the side and back yards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G.2c	Any fence & retaining wall in the front yard setback that exceed 4' in height has a fence that is least 50% transparent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3a	Wall and fence materials coordinated with building materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G.3b	Green treated lumber fences are stained or painted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3c	Plastic coated chain link fences are not in the front yard or side yard on corner lots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3d	Walls constructed with smooth faced concrete bricks/blocks are covered by brick or some other decorative block or dimensional material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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G.4	Fences over 4' in height and/or 50' in length provide a variety of articulation and include at least one of the following elements: changes in plane, expression of structure, variation of material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H.2	Stormwater Management and Erosion Control Plan coordinates with Landscape and Open Space Plan and designed by a RLA, Architect, or PE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.3	Parking lots with 3 or more spaces direct 80% of water to on-site infiltration basin or rain garden and equals at least 10% of impervious parking and drive area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.4	Stormwater is not discharged across sidewalks or neighboring parcels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.5	100% of water from 2-year storm infiltrated on-site (20,000 SF+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H.6	Stormwater facilities designed to enhance appearance of site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.2	Exterior lights are residential models and spec sheets are submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.3	Uniform outdoor pedestrian lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.4	Parking lot light fixtures no higher than 16' above ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.5	All fixtures are full-cut-off design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.6	Overhead light sources not visible from property line w/ 0.5 HFC 25 ft. from property line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.7	Lighting levels for parking lot and pedestrian routes are met	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.8	Exterior entries and garages are designed to have exterior lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.9	Exterior lighting has automatic controls to allow for house number(s) to be visible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.10	Exterior lighting along sidewalks and along/inside of parking lots have automatic controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.11	Motion sensor lights, if used, meet the desired standards (≤ 16 ft. above ground, ≤ 2 150 Watts ea., $\geq 30^\circ$ downward angle, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J.2	Balconies/patios facing the street are incorporated into the architectural facade of the building and does not encroach the building setback area by more than 25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J.3	No ground level patios/decks facing the street unless landscaped screening is present on at least 2 sides of the patio/deck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J.4	Any exterior stairs leading to a deck or balcony is entirely in the rear yard; any exterior corridors must not be visible from the street, must be within the building footprint and must be covered by the building's roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J.5	Minimum 42" wall or railing for rooftop patio/deck; only outdoor furniture permitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.2	Building plans approved by AIA architect (50,000+ cubic feet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.3	Photos of at least 4 street views of nearby blocks submitted with this checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.4	Building design provides human scale, interest, and variety using at least one of the following methods: variation in building form, diversity of windows, emphasis of building entries, and/or variation of materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.5	Technique(s) used to minimize apparent height (3+ stories)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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K.6 If the building is more than 50% wider than adjacent building, one of the following techniques shall be used to minimize the apparent width: articulate the facade with projections or bays, and/or use architectural elements such as porches, bay windows, and covered entries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.6+ The total area of windows and doors on the street facing facade(s), including trim, shall not be less than the twenty (20) percent of the total facade minus gable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.7 Windows and door area on street facade at least 20% of total facade (<i>excluding gables</i>); diagram illustrating compliance submitted with this checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.8 Building built to front setback line or follow existing pattern (<i>avg of adjacent properties</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.9 The building's square footage is less than three times as large as nearest single family residence and is no more than 15' taller (<i>Washburn Res. District, R-2 District, TND, or in R-3 to R-6 Districts w/ 50%+ parcels zoned R-1</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.10 Received DRC review and approval prior to submittal to the Heritage Preservation Commission for its review and approval (<i>Historic Districts or adjacent to any designated historic building</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.2 Primary entrance is on front elevation and faces street	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.3 No more than two entrances per facade (<i>except in row houses, and in that case, row house entrance requirements are met</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L.4 Building entrances emphasized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L.5 Main entrances covered at least 3 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.2 All wall openings articulated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.3a Windows keep with the architectural character of the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.3b Windows have an interior locking or securing mechanism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.3c Windows that open come with an insect resistant screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.4a Exterior entry doors for individual units are residential in style and are solid or insulated; if there is not a translucent window lower than 5', it must have a security peephole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.4b Exterior doors have hardware matching the style of the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.4c Sliding doors have an insect resistant screen door	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
M.4e If a garage or accessory building entry door faces a street, alley or public sidewalk it is residential in style	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
M.4f No sliding doors onto patios on the front facade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.2 Gable ends 25' or wider have at least a 5/12 pitch with eaves extend 24" and rakes extend 12" beyond exterior wall; if there are eaves, they must be 18" for a 6/12 pitch roof or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.3 Pitched roofs at least 5/12 pitch and at least one gable facing street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.4 Flat roofs use parapet walls with appropriate details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N.5 Large roof, ≥forty (40) ft., articulated with features to minimize apparent bulk: dormers, shifts in height, cupolas, eyebrows, chimneys, or other features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.5+ Stormwater from gutters or roof drains do not drain onto sidewalks or neighboring properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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O.2	The use of identical materials on all sides of building or higher quality materials on street facing facade(s) and complementary materials on non-street sides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.3	Use of decorative accessories and trim in the form of frieze boards, vertical corner trim, drip caps, gable vents, shingles, and shakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.4	Exterior finish materials do not include vinyl less than 0.44 thick, plywood, chipboard, T1-11, asphalt siding, or smooth-faced concrete block	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.5	Changes in color and materials occur between horizontal bands to establish “base”, “middle,” and “top,” of building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.6	Natural wood is painted or stained (except cedar, redwood, or other naturally weather resistant species & is intended to be exposed); treated wood is painted or stained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
O.7a	Color and design is in general harmony with the overall existing neighborhood and energy use conscious	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.7b	Neutral or natural colors used for primary siding with brighter or darker colors for accent and trim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.7c	Complimentary multi-color and textured roofing materials that are interesting and cooler in summer months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O.7d	Location on the lot and exterior design is balanced and fits with the natural landscape of the lot and the general neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P.2	No street-facing garages on lot served by alley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P.3	Total width of garage doors facing street \leq 50% of building width	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P.4	Garages, carports, & accessory buildings are architecturally compatible and use the same finish materials as the primary building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P.5	Garages have at least one window, containing no less than 576 square inches per 2 stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P.6	Unattached garages shall have at least one service door	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Q.2	Soundproofing used in all shared interior walls and floors and have a STC that meet sec. 1207 of the IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.3	Buildings and sites qualify for LEED for Homes certification (30 of the possible 108 points on checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
R.2	Long-term maintenance program for all exterior aspects of development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	