

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

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

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YES NO N/A NOTES

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	☐	☐	☒	
H.2	Stormwater Management and Erosion Control Plan coordinates with Landscape and Open Space Plan and designed by a RLA, Architect, or PE	☒	☐	☐	
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	☐	☒	☐	
H.4	Stormwater is not discharged across sidewalks or neighboring parcels	☒	☐	☐	
H.5	100% of water from 2-year storm infiltrated on-site (20,000 SF+)	☐	☒	☐	
H.6	Stormwater facilities designed to enhance appearance of site	☒	☐	☐	
I.2	Exterior lights are residential models and spec sheets are submitted	☒	☐	☐	
I.3	Uniform outdoor pedestrian lighting	☒	☐	☐	
I.4	Parking lot light fixtures no higher than 16' above ground	☒	☐	☐	
I.5	All fixtures are full-cut-off design	☒	☐	☐	
I.6	Overhead light sources not visible from property line w/ 0.5 HFC 25 ft. from property line	☒	☐	☐	
I.7	Lighting levels for parking lot and pedestrian routes are met	☒	☐	☐	
I.8	Exterior entries and garages are designed to have exterior lights	☒	☐	☐	
I.9	Exterior lighting has automatic controls to allow for house number(s) to be visible	☒	☐	☐	
I.10	Exterior lighting along sidewalks and along/inside of parking lots have automatic controls	☒	☐	☐	
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.)	☒	☐	☐	
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%	☒	☐	☐	
J.3	No ground level patios/decks facing the street unless landscaped screening is present on at least 2 sides of the patio/deck	☒	☐	☐	
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	☒	☐	☐	
J.5	Minimum 42" wall or railing for rooftop patio/deck; only outdoor furniture permitted	☒	☐	☐	
K.2	Building plans approved by AIA architect (50,000+ cubic feet)	☒	☐	☐	
K.3	Photos of at least 4 street views of nearby blocks submitted with this checklist	☒	☐	☐	
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	☒	☐	☐	
K.5	Technique(s) used to minimize apparent height (3+ stories)	☒	☐	☐	

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	YES	NO	N/A	NOTES
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	☐	☐	☒	
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	☒	☐	☐	
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	☒	☐	☐	
K.8 Building built to front setback line or follow existing pattern (<i>avg of adjacent properties</i>)	☐	☐	☒	
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>)	☐	☐	☒	
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>)	☐	☐	☒	
L.2 Primary entrance is on front elevation and faces street	☐	☐	☒	
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>)	☒	☐	☐	
L.4 Building entrances emphasized	☒	☐	☐	
L.5 Main entrances covered at least 3 feet	☒	☐	☐	
M.2 All wall openings articulated	☒	☐	☐	
M.3a Windows keep with the architectural character of the building	☒	☐	☐	
M.3b Windows have an interior locking or securing mechanism	☒	☐	☐	
M.3c Windows that open come with an insect resistant screen	☒	☐	☐	
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	☒	☐	☐	
M.4b Exterior doors have hardware matching the style of the building	☒	☐	☐	
M.4c Sliding doors have an insect resistant screen door	☐	☐	☒	
M.4e If a garage or accessory building entry door faces a street, alley or public sidewalk it is residential in style	☐	☐	☒	
M.4f No sliding doors onto patios on the front facade	☒	☐	☐	
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	☒	☐	☐	
N.3 Pitched roofs at least 5/12 pitch and at least one gable facing street	☒	☐	☐	
N.4 Flat roofs use parapet walls with appropriate details	☐	☐	☒	
N.5 Large roof, $\geq$ forty (40) ft., articulated with features to minimize apparent bulk: dormers, shifts in height, cupolas, eyebrows, chimneys, or other features	☒	☐	☐	
N.5+ Stormwater from gutters or roof drains do not drain onto sidewalks or neighboring properties.	☒	☐	☐	

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		YES	NO	N/A	NOTES
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	☒	☐	☐	
O.3	Use of decorative accessories and trim in the form of frieze boards, vertical corner trim, drip caps, gable vents, shingles, and shakes	☒	☐	☐	
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	☒	☐	☐	
O.5	Changes in color and materials occur between horizontal bands to establish “base”, “middle,” and “top,” of building	☒	☐	☐	
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	☐	☐	☒	
O.7a	Color and design is in general harmony with the overall existing neighborhood and energy use conscious	☒	☐	☐	
O.7b	Neutral or natural colors used for primary siding with brighter or darker colors for accent and trim	☒	☐	☐	
O.7c	Complimentary multi-color and textured roofing materials that are interesting and cooler in summer months	☒	☐	☐	
O.7d	Location on the lot and exterior design is balanced and fits with the natural landscape of the lot and the general neighborhood	☒	☐	☐	
P.2	No street-facing garages on lot served by alley	☒	☐	☐	
P.3	Total width of garage doors facing street $\leq$ 50% of building width	☐	☐	☒	
P.4	Garages, carports, & accessory buildings are architecturally compatible and use the same finish materials as the primary building	☒	☐	☐	
P.5	Garages have at least one window, containing no less than 576 square inches per 2 stalls	☐	☐	☒	
P.6	Unattached garages shall have at least one service door	☐	☐	☒	
Q.2	Soundproofing used in all shared interior walls and floors and have a STC that meet sec. 1207 of the IBC	☒	☐	☐	
Q.3	Buildings and sites qualify for LEED for Homes certification (30 of the possible 108 points on checklist)	☐	☐	☒	
R.2	Long-term maintenance program for all exterior aspects of development	☒	☐	☐	