

CASE NUMBER _____

APPLICATION SHEET FOR
CITY OF COTTONWOOD
DESIGN REVIEW BOARD MEETING

Meeting Date: _____

***EACH NUMBERED ITEM BELOW MUST BE CHECKED OFF
AND/OR FILLED OUT COMPLETELY***

PLEASE PRINT ALL INFORMATION

1. PLEASE READ THIS SHEET COMPLETELY. ALL INFORMATION REQUESTED SHALL BE SUBMITTED AND CHECK OFF SHEET COMPLETED OR APPLICATION WILL NOT BE ACCEPTED! ALL INFORMATION REQUESTED SHALL BE SUBMITTED AT ONE TIME, AS A UNIT, AND BY THE INDIVIDUAL WHO IS TO BE THE AUTHORIZED AGENT THROUGHOUT THE PROJECT. SUBMITTALS WILL NOT BE ACCEPTED IN PARTS. A DESIGN REVIEW BOARD MEETING IS HELD ON THE FOURTH THURSDAY OF EACH MONTH AT 2:00 P.M. SUBMITTALS SHALL BE MADE NO LATER THAN 12:00 NOON ON THE SECOND WEDNESDAY OF THE MONTH. SORRY, NO EXCEPTIONS WILL BE MADE!

2. Project Name _____

3. Property Address _____ Zip _____

4. Assessors Parcel Number(s) _____

5. Zoning Classification _____

6. Intended Use of Property _____

7. Property Owner / Company Name _____

Name _____

Address _____

Phone Number _____

8. Project Coordinator: Name, mailing address, phone, cell phone and e-mail

(Project Coordinator will be responsible throughout Project)

Name _____

Address _____

Phone _____ Cell _____ Phone _____

E-Mail _____

NINE (9) SETS OF PROFESSIONAL PREPARED PLANS WITH THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR DESIGN REVIEW BOARD. CHECK OFF EACH ITEM AS VERIFICATION THAT IT IS CONTAINED ON THE PLAN SHEETS AND FILL IN BLANKS WITH APPROPRIATE INFORMATION. EACH SET OF PLANS MUST BE ORGANIZED, STAPLED, AND FOLDED.

- 9. ___ Professionally rendered scaled site plan with Vicinity Sketch Site Plan. Scale? _____
- 10. ___ Dimensions and Square Footage of all Buildings shown on plans.
- 11. ___ Identification of all building and roofing materials.
- 12. ___ Show location, dimensions, circulation patterns, and surface materials for all standard and handicapped off-street parking and loading areas, driveways (ingress and egress), access ways, and pedestrian walkways. Number of proposed regular spaces? _____. Number of handicapped spaces? _____.
- 13. ___ Preliminary grading and drainage shown (can be separate plan).
- 14. ___ Complete landscape plan showing location and plant count of all proposed landscaped areas and indication of any walls or fences including height, materials, and colors.
- 15. ___ Proposed palette of landscape material, including common and botanical names. Include number and sizes of all plantings.
- 16. ___ Proposed method for irrigation/maintenance of landscaping _____
- 17. ___ Any proposed signage shall also be shown on plans including location, design, materials, and colors to be used.
- 18. ___ Building Setbacks (front) _____ (rear) _____ (side) _____ (side) _____
- 19. ___ Building elevations of all sides of the building(s).
- 20. ___ Location of all mechanical equipment and proposed screening of such.
- 21. ___ Proposed colors to be used on buildings, including roof, parapets, trim, gutters) - **Nine (9)** sets of color samples shall be stapled to elevations and one complete colored rendering **must** be included with submittal. Colors are to be stated on all sets of plans. If any metal is to be used, specifications and actual material sample is to be brought to meeting.
- 22. ___ Roof Materials and colors. Sample of roof material must be brought to meeting.
- 23. ___ Cross-section diagrams included, showing adjacent properties (see attached example).
- 24. ___ Exterior lighting, total lumen and lumen per fixture for site shown on plans (see sample lumen chart). Include spec sheet for each type of fixture.

I hereby file the above request as party of interest, or representative thereof, and declare that all information is true and correct to the best of my knowledge and belief.

25. ___ Signature _____ Date _____

For office use only

Application Accepted By: _____ Date _____

DESIGN REVIEW BOARD MEMBERS CHECKLIST

PROJECT NAME/NUMBER _____

SITE PLAN

- Parking/ingress/egress - are these shown on plans and do they meet requirements according to Zoning Ordinance Section 406 in terms of # of spaces, design, surfacing, etc?
- What about pedestrian circulation around and through the site and from the parking lot to the building?
- What about distance of driveway(s) to intersection(s)?
- On State Highways, has ADOT approved access?
- Is handicapped parking shown? Is there an accessible path from the parking to the building? Should applicant provide handicapped parking space(s), where feasible, even if not necessarily required?
- Are sidewalks/pathways shown? What materials are used for walkways?
- Does plan show grading? Is there a possible impact (visual or otherwise) impact on adjacent property as a result of grading? Is a cross section example shown on plans? How does building/wall height relate to surrounding property?
- Where is trash dumpster? Is it screened and gated? Does it meet requirements of Zoning Ordinance Section 404.S.1?
- Is fencing shown on plan? Material, colors, slats, height, materials, etc. shown? Does it meet the requirements of Zoning Ordinance Section 404.J? Is there a vision triangle concern?
- Does site plan identify adjacent landmarks, buildings, driveways, etc? Are building dimensions, square footage and setbacks shown?

BUILDING DESIGN

- Are all elevations shown? Compatible or superior with other buildings in general area? Height of the buildings in relationship to surrounding property?
- What materials are to be used for building, trim, railings, roof, etc? Are they compatible or superior to other buildings in the area? (Remember, exposed metal is not generally allowed in any zone other than Industrial unless specifically approved by DRB. Possible exceptions: standing seam roofing, architectural details.)
- Are **all** exterior colors shown on plans. (Colors must be in the form of a color rendering or color chips with identification as to what color is for various portions of building) Don't forget to check for colors of railings, doors, windows, fencing, etc. Are colors compatible with surrounding buildings, etc.? Painting of gas and electric meters and electric boxes to match building colors?

- Is mechanical equipment to be roof mounted? If so, is it shown on plans and is it properly screened? Is ground mounted equipment screened from street view? Is screening attractive and durable?

EXTERIOR LIGHTING

- Is parking lot and/or building lighting shown? Does it meet the requirements of Zoning Ordinance Section 408, Lighting Code? Does it comply with the Arizona Dark Sky Ordinance? Are high pressure/low pressure bulbs used? Are all lights fully shielded? Is it neon? Is a table provided with lumen count on site (100,000 lumens per acre maximum or a percentage thereof, i.e. 28% of an acre would allow 28,000 lumens).

SIGNAGE

- Are signs (with colors) shown on plans? They should be shown on site plan and elevation plan. Do they consist of colors and materials designed to complement the building's exterior? Do signs meet the requirements of Zoning Ordinance Section 405 (sign code)? Is interior directional or informational signage shown and is it appropriate? Do freestanding signs incorporate river rock into the design base? If this is an internally illuminated sign, does it comply with Zoning Ordinance, Section 408.H.16?

LANDSCAPING

- Does landscaping meet Zoning Ordinance Section 407 (landscape ordinance)?
- Are sizes, types, and quantities of plant materials noted on plans? Are they suitable for the location proposed? Are they high water or maintenance?
- Are detention/retention areas addressed on landscape plan? What materials/plants are used in these areas? Are proposed plants tolerant to inundation? Is detention/retention area extremely deep?
- What type of irrigation system is proposed and what is proposed method of landscape maintenance?
- Are all disturbed areas covered with some type of vegetative or aggregate material?
- Consider (if applicable) screening for parking, landscaping to break up mass parking lots, and screening (buffering) between residential and commercial zones.
- Has usable open space been addressed and shown on plans?
- Is fencing shown on plan? Material, colors, slats, height, etc. shown? Does it meet the requirements of Zoning Ordinance Section 404.J? Are retaining walls shown with height, materials, color?

MISCELLANEOUS

- Any outside sales proposed? Will things such as wood, ice, propane, etc. be sold and will its location detract from the looks of the project?
- Will there be phone booths or soda pop machines? If so, where will they be located and will they detract from the looks of the project?

- Will there be cluster mailboxes? Is location shown on plans?
- Is there a back flow prevention device on the property? Is it properly screened and painted?