

CITY OF WILLIAMS
DESIGN REVIEW CHECKLIST

To Applicants: The following list includes information you must submit for application processing. Some specific types of information may not apply to your proposal or individual application. If you are not sure, ask staff. Staff will use a copy of this list to check your application for completeness. If information is omitted you may be requested to submit additional information or revise your plans, which may prevent or delay processing of your application.

To file a design review application, the following items must be submitted:

- Completed General Application Form
- Payment of non-refundable application fees
- 15 sets of proposed site plan; floor plans; landscape plan; and fully dimensioned building elevations (all views) (folded to 8 ½" x 11").
- Addressed and stamped envelopes with parcel numbers of the persons who live or own property within a 300 foot radius of the project, and accompanying radius map.

1. 15 copies of the site plan, drawn to scale, which clearly and accurately shows:

- Date, north arrow, scale, gross acreage and vicinity map.
- Name and address of owner or owners of record and the engineer, architect or surveyor.
- Existing and proposed easements showing location and width.
- All property lines (with dimensions) including adjacent properties, uses, driveways, etc.
- Location of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
- Existing frontage improvements (curbs, gutters, sidewalks, edge of paving, etc.) and adjoining streets and alleys.
- Existing or proposed driveways, pedestrian walkways, signs, off street parking and circulation (including handicapped parking spaces), loading and service areas, with all dimensions noted.
- Existing trees indicating those to be removed and those to be saved and other natural and man-made features, as well as their proposed relocation or removal.
- Existing and proposed topographic features, including elevations on adjacent properties.
- Existing improvements (including nearby improvements on adjacent properties), street lights, fire hydrants, drainage swales/culverts, utility poles, boxes, transformers, vaults, buildings and future status, wells, fences and walls, sewage disposal systems, water and sewer services and size.
- Proposed water and sewer service size and location.
- Proposed storm water detention/retention ponds if applicable.
- Location and dimensions of proposed improvements including buildings, lot coverage, walls and fencing (note heights), landscaping, trash enclosures, outdoor activity areas, parking lot lighting fixtures, pedestrian plazas and walkways, outdoor activity areas.
- Location and dimensions of all ground mounted exterior mechanical equipment and utilities (transformer boxes, vaults, air conditioners, etc.).
- All parking spaces, labeled by type (compact standard, handicap or bicycle).
- A legend with a parking space breakdown by type, number and percentage total with parking space/sq. ft. ratios.
- Floodplain designation and finished floor elevation.

2. 15 copies of the landscaping plan, drawn to scale, with:

- Proposed planting schedule with minimum sizes and locations.
- Height and spread of ultimate growth.

- Fencing information-show location on plan, and provide a dimensioned detail of the design.
- Landscape features and materials.
- Berms and screen walls.

3. 15 copies of the elevations and architectural plans of all structures drawn to scale, which clearly show building exteriors that are proposed to be constructed or modified. For new construction provide all views. For existing buildings proposed for modification provide all affected views. Indicate all exterior building features as existing or new, to be repaired or replaced. Indicate with a dashed-line any window or door openings and other features that are to be eliminated or modified. Indicate height to top of roof.

- Description of building materials, treatment, and colors.
- Proposed screening (perimeter fencing, HAVOC equipment, trash enclosures).
- Roof plan (unless a staff planner waives requirement). Depict and/or reference roof mounted equipment. Indicate roof slopes.
- Proposed signs including dimensions, colors and materials, and placement.
- Floor plans.
- Date(s) of plans and revisions; scale ratio; bar scale; north arrow and “cloud, delta, and date” revisions to any plans previously considered by staff or the Planning Commission.
- Details and explanation of special elements such as public art, ornaments, window treatment, trash and utility enclosures and lighting.
- Building materials and color sample board, including roof and fencing materials (please note that all samples will be retained permanently by the Planning Department for future reference).

4. 15 copies of Comprehensive Sign Plan.

- Colored renderings of project showing all views. Renderings to include proposed landscaping drawn to illustrate five-year growth.
- Photographs of the site, existing buildings and features, and surrounding properties.
- A completed Environmental Checklist (unless the project is determined to be exempt) (original only).

*If the application includes a request for signage, a project level comprehensive sign plan must also be included. Large-scale projects such as shopping centers, subdivisions, apartments and mixed-use developments must include a comprehensive sign plan addressing all types of signs for the development.

NOTE: The City Administrator/Planner may waive the submittal of certain information, where appropriate.

GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner. Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify and questions that may arise.

APPLICATION SCHEDULING

The application will be reviewed by City Staff to determine if all required information was submitted. If the application is found incomplete, the applicant will be notified within 10 days as to what additional information is required.

If the application is found complete, it will be scheduled for the next available Technical Advisory Committee meeting. The committee will review the application and make recommendations to the Planning Commission. A copy of the TAC recommendations along with the Planning Commission agenda will be sent to the applicant.

FEES

Design Review applications require payment of a nonrefundable processing fee. Submittal fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings.

Minor Design Review	\$100.00
(a) remodeling or rehabilitation of an existing building or structure with no increase or expansion in square footage,	
(b) a structural addition of 500 square feet or less to an existing building or structure, or (c) installation of a new sign.	

Major Design Review	\$250.00
All other applications for design review approval	

*Design Review Fee for each additional Planning Commission meeting over one per application.	\$100.00
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Checks can be made payable to "City of Williams."