



## DESIGN REVIEW SUBMITTAL CHECKLIST

Design review is required to review and make urban design decisions that will promote visual quality throughout the City per [LSMC 14.16C.050](#). A design review application shall be processed as a Type I permit unless another associated land use application is submitted, then the permits shall be processed concurrently.

### Required Submittal Items:

1. Completed Type I Permit Application Form
2. Intake Fee
3. Building and Site Development Plans at an engineering scale from 1 inch = 20 feet to 1 inch = 50 feet, showing:
  - a. Location of all proposed structures, existing structures to be retained, and setbacks
  - b. Pedestrian and vehicular circulation with driveways/ access points, sidewalks and pathways
  - c. Parking lot layout, design and when applicable, loading areas
  - d. Public improvements including sidewalks, curbs, gutters, signs, etc.
  - e. Plans/ drawings depicting the relationship of the project to abutting properties and buildings
  - f. Building elevations and/ or renderings drawn to scale showing the exterior color, material composition, & screening elements (include material samples and color chips)
  - g. Roof plan including the location of mechanical equipment
4. **All commercial projects require a lighting plan** illustrating the location, height and style of fixtures and identifying the amount of spillover on to adjacent properties, see [LSMC 14.38.080](#) and the Illuminating Engineering Society of North America's Lighting Handbook or Recommended Practices and Design Guidelines, latest editions.
5. Sign plans to scale showing sign location and appropriate setbacks from property lines
  - a. Sign dimensions, size height and length
  - b. A colored illustration of the proposed sign(s)
  - c. An example of the type of material(s) to be used for the sign with color samples
  - d. For wall signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same façade or common building wall
6. Landscape plans. Site plan at an engineering scale from 1 inch = 20 feet to 1 inch = 50 feet, showing:
  - a. All site plan elements described previously
  - b. Show the location of proposed plant materials, with a plat schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes
  - c. Location of any vegetation and trees to be retained
  - d. Color photographs of proposed plant material
  - e. Show proposed grading/ topography, drawn to the same scale as the landscape plan