



DESIGN REVIEW SUBMITTAL CHECKLIST

PLANS

- ☐ Site Plan (Showing dimensions of property and location of existing structures, parking, driveways, site lighting, landscaping and proposed structures)
- ☐ Perspective Drawings
- ☐ Landscape Plan (Using common plant names)
- ☐ Elevation Plan (Showing elevations of proposed buildings or other project features)
- ☐ Sign Plan (Showing location, size, design, material, color, lettering style and method of illumination for all outdoor signs. A general signage program is desired, but not required unless located within a historic district.)

DOCUMENTS

- ☐ Signed and Dated Application Form
- ☐ Narrative – Describing how project meets [Downtown Design Guidelines](#). If the site is located within a heritage overlay district, address the applicable portions of VMC [20.510](#).

HARD COPIES (Must be received by Permit Center prior to uploading plans and documents into LUP)

- ☐ Samples of Building Materials (Cut-sheets of bricks, wood, roofing materials, awning fabric, window and siding)
- ☐ Paint Samples / Paint Colors of all proposed exterior colors

NOTE:

1. Additional material(s) related to the unique or special nature of your project may be requested by staff.
2. Please contact the planning department to work with a case manager for sites located in the [Design Review Area](#).