

# A

## APPENDIX

# DOCUMENTS REQUIRED FOR DESIGN REVIEW

Minimum Document Format: All submittal drawings and revisions shall be submitted at each meeting as a complete package, whether only one or multiple sheet changes.

The first page of every submittal package must show the Project Name, Permit Number, and Applicant Name. Each sheet must include Page# of #, submittal date, and a legible description of sheet contents.

### **A** Preapplication Conference

1. Project Zoning Summary
2. Context Analysis Map – Existing property including surrounding uses
3. Site Photos – up to 500' from property (optional)
4. Conceptual Site Analysis (topography, physical and natural features on site, trees >6" dbh)
5. Conceptual Site Plan (including pedestrian, vehicular access, architectural massing concept)

### **B** Meeting #1: Conceptual Review

1. Project description and design narrative
2. Project zoning summary
3. Basic site analysis describing appropriateness of proposed use for the subject property
4. Context map showing property and surrounding uses (google maps minimum)
5. Photos of the site and surrounding area up to 500 ft from property
6. Conceptual site plan(s), including development program (e.g., residential, retail, office, number of parking stalls)

# **C** Meeting #2 Design Guidance Review

1. Context Analysis including:
  - a. aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
  - b. vicinity map showing existing conditions including adjacent structures, uses and zoning up to 500 feet from property lines.
  - c. documents, photos, maps etc., that respond to Chapter 3: Context Analysis Pgs. 17-20 of the Design For Bainbridge 2021
  - d. applicant shall refer to Context Analysis (C-1 through C-6) in the Design for Bainbridge book.
2. Design Standards Worksheet previously recommended during meeting #1. Review Design for Bainbridge Standards:
  - a. Site Design Standards (S-1 through S-5)
  - b. Public Realm Standards (P-1 through P-6)
  - c. Building Design Standards (B-1 through B-5)
  - d. Landscape Standards (L-1 through L-6)
3. Preliminary Drawings:
  - A. **Site plan:**
    1. roadways, traffic patterns, parking areas, vehicular, pedestrian, and bicycle circulation on the site, trails, facilities, proposed infrastructure, including vehicle and bicycle batter charging provisions.
    2. estimates of square footage provided/allowed for commercial space and/or residential units.
    3. estimates of landscape area provided/required.
    4. estimates of parking spaces provided/required.
  - B. **Landscape plan:**
    1. streetscape and landscape elements
    2. bike racks, benches, fire pits, pea patches, outdoor playground areas.
    3. list of plant materials used.
  - C. **Floor Plan(s):**
    1. ground floor/ entrance plan(s), showing the ground floor uses.
    2. roof plan of new structures – including pre-wire for solar panels if none provided.
    3. locations of entrances, outdoor areas, and vehicular access to the structure.
    4. building locations, secured bicycle storage, courtyards, setbacks.
5. location and description of mechanical, accessory or trash/ recycle structures on site.
6. location of adjacent buildings and features located on the site perimeter within 100 feet.
7. relationship of proposed development to significant site features and trees
8. all known easements on-site and within 100 feet of property lines shall be identified.
9. all known utilities above and below ground shall be identified.
10. separate drawing showing color code uses proposed including but not limited to buildings, landscaping, community spaces, natural areas, and other uses.

**D. Site Sections:**

1. site sections extending to adjacent buildings within 100 feet of the property line.
2. section through the most critical area of the structure(s) with property lines, preliminary floor to floor heights, overall height, and spot elevations noted.

**E. Building Elevations:**

1. eye level perspective from major street location.
2. elevations of each structure (all four sides) and of adjacent structures in relative scale.

3. identification and discussion of material and color selections  
identification and discussion of mechanical screens and venting locations.

**F. Preliminary Axiomatic drawings:**

1. aerial perspective depicting entire project and adjacent buildings in context.
4. Residential Subdivisions: Documentation of the four-step design process (BIMC 2.16.070.D, Short Subdivisions or BIMC 2.16.125.D, Preliminary Long Subdivisions)

## **D Meeting#3 Final Design Review & Recommendation**

1. Context Analysis (from Design Guidance meeting#2)
2. Completed Design Standards Worksheet with comments from both the applicant and DRB.
3. Full Summary and rationale for all requested departures from Design Standards identified in Design for Bainbridge 2021.
4. Final Drawings and Plans Required:

**A. Site Plan**

1. all streets and property lines with dimensions.
2. final roadways, parking areas, vehicular and pedestrian circulation on the site.
3. final location and description of mechanical, accessory or trash structures on site.

4. location of adjacent buildings and features located on the site perimeter.
5. significant existing trees that are to be saved on the site and basic landscape features.
6. adjacent buildings and features within 500 feet of the site or across the street.
7. final square footage provided/ allowed for commercial space and/or residential units.
8. final landscape area provided/ required.
9. final parking spaces provided/ required.

**B. Landscape Plan:**

1. streetscape and landscape elements
2. bike racks, benches, fire pits, outdoor playground areas.
3. final selection of existing trees and plants incorporated into the landscape design.

**C. Floor Plan(s):**

1. final Plans showing uses for all floors.
2. final design for all entrances, outdoor areas, and vehicular access to the structure.
3. final design for building modulation indicating setbacks with dimensions and changes in material.
4. adjacent building locations, courtyards, setbacks, ground floor uses and section references.

**D. Sections:**

1. final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway. (These sections can include the "b" sections that follow.)
2. final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.

**E. Elevations:**

1. final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
2. final material and color notes as needed for clarification.
3. scale figures and transparent street trees or planned landscaping.
4. final roof plan of new structures and their proposed entrances.

**F. Renderings:**

1. eye level perspective renderings from two opposite street locations.
2. at least one depicting entire project with adjacent buildings in context.
3. optional: video fly-through project

**G. Preliminary Exterior Lighting Plan:**

1. final location of exterior lights and indication of light spillage at night.
2. description, images, color and finish of selected fixtures.

**H. Materials and Colors:**

1. Final color and material board(s) with accurate reference to drawings.
2. Final landscape color and material board(s) with accurate reference to drawings.
3. Critical materials should have samples provided for the review meeting.