

# DESIGN REVIEW

## SUBMITTAL CHECKLIST

A design review is an optional process to determine if building architecture complies with the design standards in the Unified Development Code (UDC) prior to submittal of the architectural drawings in a pattern book, sketch site development plan, or site development plan. The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice will contain an itemized description of the application fee. A resubmittal of the project will not be accepted until the application fee is paid. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee.

### I. General Requirements

1. **Application Checklist.** Complete this checklist verifying submittal of the required information.
2. **Application.** Complete and sign the *Application* form on the City's DC website.
3. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
4. **General Site Plan** showing building locations, parking areas, and access and circulation.
5. **General Architectural Elevations** labeling the following:
  - a. Direction of elevations as North, South, East, and West
  - b. Building height
  - c. Building materials
  - d. Building colors
6. **Narrative** indicating the items selected from the menu of design standards applicable to the building.
7. **Color Palette and/or Material Board** if requesting a determination on compliance of colors and materials.