



## 2534 Design Review Committee Submittal Checklist

### Design Development Submittal Requirements (8 – half- size sets of the following):

- Filing Fee: \$3,500.00 (subject to change based on rates).
- Site Plan 1" = 50' with labels and dimensions and including a table with the following site information:
  - Version Date of 2534 Design Guidelines used to develop plans
  - Building size (square feet)
  - Total size of parcel
  - Open space (square feet and percent of total parcel)
  - Total number of parking spaces
  - Number of Accessible parking spaces
  - Ratios used for calculating parking spaces
  - Number of bicycle parking
- Building Floor plan(s)
- Building Roof plan(s)
- Building Elevations (all sides depicting materials and all HVAC equipment with screening)
- Colored Rendering
- Preliminary Planting Plan – illustrate tree and shrub beds with planting list and tree ratios, show the total square footage of irrigated turf area and the total square footage of other landscape to be irrigated by type of area.
- Irrigation Calculations – list square footages for native areas, turf/sod areas and landscape areas to be irrigated. This may be included on the preliminary planting plan.
- Signage Plan – locations of signage along with sign elevations, dimensions and materials.
- List/Description of building/site materials.
- Pedestrian Access within the site and connections to the 2534 development R.O.W. pedestrian walks.
- Preliminary Utility Plan to include location of domestic water, sanitary sewer and storm drain services clearly indicating connection to existing infra-structure.
- Drainage Concept Narrative describing anticipated method of handling storm runoff. Narrative to include general direction of sheet flow and method of capture for conveyance to storm drain system.
- Main Contacts – i.e. owner, architect, engineer, landscape architect etc.

### Final Submittal Requirements (8 – half- size sets of the following) and one digital copy (AutoCAD format):

- Site Plan between 1" = 50' with labels and including a table with the following site information:
- Building size (square feet)
- Total size of parcel
- Open space (square feet and percent of total parcel)
- Total number of parking spaces
- Number of Accessible parking spaces
- Ratios used for calculating parking spaces
- Number of bicycle parking
- Building Floor plan(s)

- ❑ Building Roof plan(s)
- ❑ Building Elevations – All sides
- ❑ Colored Rendering
- ❑ Planting Plan – illustrate tree and shrub beds with planting list and tree ratios, show the total square footage of irrigated turf area and the total square footage of other landscape to be irrigated by type of area.
- ❑ Signage Plan – locations of signage along with sign elevations, dimensions and materials.
- ❑ List/Description of building/site materials and a material sample board.
- ❑ Pedestrian Access within the site and within the 2534 development.
- ❑ Main Contacts – i.e. owner, architect, engineer, landscape architect etc.
- ❑ Irrigation Plan
- ❑ Final Utility Plan indicating location of domestic water, sanitary sewer, and storm drain services.
- ❑ Final Grading Plan indicating contours and spot elevations.
- ❑ Drainage Letter providing the following information below:
- ❑ Per the *2534 Bid Package 3 Final Drainage & Erosion Control Study* by Nolte Associates, Inc. dated May 17, 2005 (referred to herein as the *2534 Study*), the site was designed so that it would be unlikely for individual lot detention to be required. However, as part of the *2534 Study*, assumptions were made on stub out locations and individual lot impervious values. Therefore, a drainage study should be conducted on each lot for a comparison with the *2534 Study* and allow tabulation of storm water drainage runoff as 2534 develops. A letter from the applicant describing the drainage patterns on the site is recommended. The letter should include at a minimum:
- ❑ Statement that the lot drainage is in conformance with the *2534 Study* and/or the Addendum to the *2534 Study* (see below).
- ❑ If applicable, a description of which stub out (per the *2534 Study* or the Addendum) the runoff is directed to and that the capacity of the stub out will not be exceeded. Often more than one lot will need to utilize a stub out; therefore, if a site is developed before development of other lots that share the same stub out, the applicant’s design engineer should verify there is sufficient capacity in the stub out for the future lots.
- ❑ Description of any runoff directed off-site (i.e. doesn’t enter a stub out) and where it is directed.
- ❑ Drainage map with basin delineations and design points.
- ❑ If the site is along or near Highway 34, it may be impacted by an Addendum to the *2534 Study*. The letter with the subject *2534 Storm Sewer Additions to Storms A, B, C, and D* written by Nolte Associates, Inc. on August 9, 2006 to Mr. Todd Williams and Mr. Nick Christensen (and copied to Mr. John Burgeson) may affect lots near Highway 34 with the addition of storm sewer that was designed and built. This letter contains excerpts from the *2534 Study*, reduced-size plan-and-profile sheets, and a table that summarizes the “allowable” and “values reported by the engineer” of the C<sub>100A</sub>, C<sub>100</sub>, Q<sub>100</sub>, and comments for each proposed lot. These values should be reported for each stub out (as defined by the downstream manhole), including un-detained runoff in the comments section. A copy of the letter may be obtained from Nolte Associates, Inc.
- ❑ Lots adjacent to lots along Highway 34 may also be affected by the letter with the subject *2534 Storm Sewer Additions to Storms A, B, C, and D* (see above) as the stub out capacities may have changed. The site engineer should understand the limitations of each stub out.
- ❑ Civil Detail Sheet (includes details for the drive entrances and handicap ramps).
- ❑ Photometric Plan.
- ❑ Photometric Spec Sheets.
- ❑ Cut sheets of site furnishings.

### **Post DRC Approval Requirements**

- ❑ In addition to serving a role in the municipal planning approval process, the 2534 Design Review Committee enforces the architectural controls on behalf of the 2534 Master Association. Therefore, any variations, requested by the Town or otherwise, shall be promptly submitted by the applicant to

the 2534 Design Review Committee for its approval. Approval of such variances by the 2534 Design Review Committee is required prior to commencement of work by the applicant.

- Upon the applicant's receipt of planning approvals by the Town of Johnstown, the applicant shall provide the 2534 Design Review Committee a digital copy of all plans approved by the Town of Johnstown.