

DESIGN REVIEW APPLICATION



A pre-application meeting is required for all projects.

Date of Application: _____

I. General Information

A. Project Information

Project Name: _____

Project Address: _____

Project Description:

Zoning District: _____ Lot Size (sq ft): _____ Building Size (sq ft): _____

B. Applicant

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

C. Property Owner (if different than above)

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

D. Applicant Signature

I attest that all information listed on this application is accurate and I agree to comply all applicable codes and regulations of the City of La Vista.

(Signature of Applicant)

(Date)

Office Use Only

Rec'd By	Date Rec'd	Receipt #	Fee	Review #

II. Submittal Checklist

A. Main Checklist

- ☐ One completed application form.
- ☐ Non-refundable Design Review filing fee must accompany application.
- ☐ Submittal of a digital set of all required drawings prepared as follows.
- ☐ Submittal of building material samples in accordance with Section G below.

B. General Requirements

- ☐ Sheet sizes should be 24" x 36" or 30" x 42".
- ☐ Drawings shall be neat and clearly labeled.
- ☐ All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- ☐ All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

C. Site Plans

- ☐ North arrow.
- ☐ A small-scale locational map shown on cover sheet of plans.
- ☐ All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
- ☐ Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; plans prepared as per the City's zoning requirements and Parking and Landscape Standards.
- ☐ Designation of reserved handicapped spaces dimensioned and marked as per the City's zoning requirements.
- ☐ The existing, proposed, and future location of all new street improvements adjacent to the project (i.e., curbs, sidewalks, drive entrances, medians, and deceleration/acceleration lanes).
- ☐ Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens. Provide samples of all materials used.
- ☐ Access, location, and dimensions of refuse enclosures with materials and colors designated.
- ☐ All paved areas noted and dimensioned with materials specified.
- ☐ Provisions for non-auto transportation (such as transit, or bicycle-related facilities) if applicable clearly defined.

- ☐ Energy conservation building construction techniques and materials clearly defined, if applicable.
- ☐ Existing and proposed electrical and telephone distribution lines.

D. Landscaping Plans

- ☐ Conceptual landscaping shall describe plant type, quantity, location, size and be prepared in accordance with applicable design standards and as per Section 7.17.03
- ☐ All plans shall incorporate various hardscape elements such as outdoor lighting, signs, screens, walls, retaining walls, trash receptacles, walks and benches. Detail, or "cut sheets," for each element shall be provided.
- ☐ Landscaping requirements shall be tabulated.
- ☐ Plant legend describing plant characteristics for each symbol.
- ☐ The location of all existing trees, indicating those to remain and those to be removed.
- ☐ Existing and proposed landscaping within any adjacent right-of-way.
- ☐ Notation regarding irrigation utilized throughout the site.

E. Conceptual Grading Plans

- ☐ Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
- ☐ Topographic contour lines at one (1) foot intervals.
- ☐ Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.

F. Elevations

- ☐ Color elevations of ALL exterior building and accessory structure facades are required to evaluate that the project drawn to a scale sufficient to evaluate the design, color, building materials, building height, and construction details of the project.
- ☐ Elevations to be labeled North, South, East, and West and to correspond to site plan.
- ☐ Elevations of decorative walls or screens with height, material, and color designated.
- ☐ Elevations of exterior mechanical equipment and proposals for screening (to include type of material and color), including electrical and gas connections, electrical transformer, solar panels, meter boxes, communication elements, and irrigation backflow devices.
- ☐ Sign information showing location, size (dimensioned) materials, colors, and lighting type for all signs (including directional and incidental signs).
- ☐ Roof plan showing slope direction and all mechanical equipment location, dimensions, and screening methods specified.

- ☐ Building sections to show screening techniques (if applicable).

G. Materials Samples

- ☐ Material samples and colors of all major exterior surfaces and features specified. Actual samples shall be provided and labeled accordingly. Development of a “sample board” is not required. Samples to be submitted shall include but are not limited to: masonry, precast concrete, cast stone, metals, siding, stucco/EFIS, shingles, canopies, awnings, window frame, glass, and paint. The Design Review Architect shall request additional material samples as deemed necessary to complete the design review.

H. Requirements for Special Districts

- ☐ Southport West: See Part 2 of the Southport West PUD Ordinance pertaining to Design Guidelines.
- ☐ Southport East: See the Southport East Architectural and Site Design Guidelines.