



PLANNING
Development Services Department

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for
Design Review

Case Number: DR _____

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

Required

Yes No

1. Completed Master Application
2. Service Request (SR) Number: SR _____
3. Owner's Signature on Master Application
4. Project Narrative (16 copies)
5. Site Plan – Blue or Blackline Prints, size 24" x 36", to scale (16 copies)*
6. Floor Plan – Blue or Blackline Prints, size 24" x 36", to scale (4 copies)*
7. Black and White Exterior Elevations – Noting Colors and Materials, size 24" x 36", to scale (6 copies)*
8. Color Elevations – All Buildings and All Sides of Buildings, size 24" x 36", to scale (3 copies)*
9. Conceptual Landscape Plans, size 24" x 36", to scale (8 copies)*
10. Conceptual Grading and Drainage Plans, size 24" x 36", to scale (4 copies)*
11. Conceptual Grading and Drainage Report (2 copies)
12. Conceptual On-Site Lighting Plans including Photometrics, size 24" x 36", to scale with Catalog Cut Sheets (5 copies)*
13. Master Sign Package booklet (3 copies)
14. Master Fire Lane Access Plan, size 24" x 36", to scale (3 copies)*
15. Traffic Study (2 copies)
16. Material and Color Palette Sheet/Board – 8½" x 11 size" (1 copy)
17. **ALL DR Checklist Items are incorporated into your submittal (see attached sheets)**
18. Filing Fee: \$ _____ + \$ _____ per acre - \$ _____ (team preapp) = \$ _____

*** FOLD ALL PLANS MARKED WITH AN * TO 9" X 12"**

Printed Name Signature

Company Date

Email address

If you have questions regarding the items on this checklist, contact your project planner.

Project Planner (623) _____
Phone

Email Address @glendaleaz.com

Revised: 08/12/15

DESIGN REVIEW PLAN REQUIRED INFORMATION

A. PRELIMINARY SITE PLAN

At a 1":20' or 1":40' scale. The object is to put all the plan information on one sheet. If not, the plan area and the scale will be determined at the pre-application meeting.

1. A vicinity map showing the location of the property in relationship to adjoining properties.
2. Provide a north arrow; date of plan preparation with subsequent revision dates; project title, address and legal description; architect and consultant's name, address and telephone number; property owner name, address and telephone number.
3. Property boundaries and dimensions.
4. Identify adjacent developments and zoning. **Show location of all structures; driveways, fire hydrants and streets within a 150' radius of the proposed site.** (Maximum spacing between fire hydrants is 300')
5. Show location of all proposed and existing structures and buildings. Provide dimensions of all proposed structures and distances between structures and property lines. (Plans should be drawn per 2012 IBC, 2012 IMC, 2012 UPC or 2012 IPC, 2012 IRC, 2012 IEBC, 2012 IECC, 2011 NEC, 2010 ADASAD, and 2009 IFC and City of Glendale Amendments and Technical Bulletins.)
6. Show existing and proposed adjacent street right-of-way width and existing street and sidewalk improvements noted to centerline. Sidewalks adjacent to arterial streets shall be detached from curb a minimum of 7 feet.
7. Show driveway entrances, dimensions, and type. (COG G-458, COG G-456 or MAG 250.)
8. Show proposed parking areas, typical space size, handicapped spaces and drive aisle width and radii dimensions (see Zoning Ordinance and COG G-450). If applicable, show bicycle paths, horse trails and bus shelter locations. Show bicycle rack locations.
9. Show preliminary drainage concepts and retention areas, including the proposed depth of retention areas based on 100-year, two-hour storm design.
10. Show assumed property lines for purposes of I.B.C. Also, show area separation walls where required by I.B.C. (AFES required in buildings over 5,000 square feet.)
11. Show location of proposed freestanding signs. Provide a sign elevation noting dimensions, height, materials, and colors, and method of illumination. On multi-family projects, show location of all lighted graphic directories. Shopping center and other multiple building complexes (two or more) shall submit a master sign package. (See Master Sign Package).
12. Show location of Back Flow Prevention devices. (BFD's 3" or larger to be screened by a masonry wall finished and painted to match the building.) (BFD's smaller than 3" must be screened by a round-topped wire mesh enclosure, painted to match the adjacent wall.)

13. Show refuse container detail and locations per (COG G-935 or G-936).
14. Show location of existing and proposed streetlights.
15. Include all City project numbers on the lower right-hand corner of all sheets.

B. GENERAL SITE PLAN NOTES

1. Provide a data table on the site plan that includes:
 - a. A brief description of the proposed use of the building and site (e.g., auto repair, retail sales, restaurant, offices, etc.).
 - b. Existing zoning of the site.
 - c. Gross and net site area.
 - d. Net densities and/or lot coverage.
 - e. Building area, occupancy and construction type.
 - f. Percent of net site area landscaped and percent required by Ordinance.
 - g. Required and proposed number of standard and handicapped parking spaces.
2. By note on the site plan, add:
 - a. Fire Department access and water supply requirements shall be in place prior to combustible materials being brought on site
 - b. Pursuant to Chapter 32.5 of the Glendale City Code, all new and existing utilities within or contiguous to this site shall be placed underground.
 - c. All utility boxes, vaults and backflow prevention devices shall be painted to match the building and screened from public view by a masonry wall or a round-topped wire mesh enclosure, painted to match the adjacent wall.
 - d. Sight distance requirements of COG detail G-447 (Local Streets) or G-448 (Arterial and Collector Streets) are met for all driveways and streets.
 - e. Streetlights installed by the developer may be required for construction plan approval.
 - f. On-site lighting will be placed so as to direct the light away from adjacent residential uses and must not exceed one-foot candle at the property line. The height of the parking lot lights within 150' of residential use to be 15'. High Pressure Sodium (HPS) lighting required adjacent to residence.
 - g. On-site lighting shall meet outdoor Light Control Ordinance.
 - h. Maximum noise level 55 decibels (normal speaking voice) at property line.
 - i. Convenience uses shall be subject to a separate Citizen Participation and Conditional Use Permit Process.
 - j. The property owner is responsible for maintaining landscaping in all public rights-of-way adjacent to the project.

C. CONCEPTUAL BUILDING ELEVATIONS

1. Provide all exterior building elevations. Note materials and colors on an exterior finish schedule.

2. PAD buildings in shopping centers must provide partial elevations of major building(s).
3. Provide building height and number of stories of all proposed and existing structures.
4. Show location of all rooftop mechanical equipment and proposed screening methods. The top of rooftop units shall be lower than building parapet wall.
5. All rooftop drains shall be internally piped.

D. CONCEPTUAL LANDSCAPE PLAN

1. Show location and dimensions of all landscaped areas and general landscape concepts including trees, shrubs, ground cover, berms, screen walls, outdoor furniture, public art, theme lighting, etc. Plot sight/distance lines on landscape plans per COG G-447 or G-448.
2. Provide a plant schedule listing plant type and spacing. Provide turf area calculations. Minimum plant requirements are as follows:
 - 50% of all trees shall be 24" box
 - all shrubs shall be 5 gallon
 - 60% of groundcover to be vegetative.
3. Describe building use and provide building square footage. Identify location of building windows and doors.
4. Show location of proposed freestanding sign(s), directory and directional signs.
5. Show location and types of proposed on-site lighting. Parking lot lighting shall be at a pedestrian scale and located within landscape planters.

E. MATERIALS AND COLOR BOARD

1. Materials and color boards must be no larger than 8½" x 11".
2. The content of the boards must contain the following information items to accurately describe all important project material/color details:
 - a. Reduced exterior building elevation.
 - b. Actual samples of all exterior materials – chips or pieces of masonry block, wood trim, window frames, tinted glass, awnings, stucco texture, etc. (The sample must not protrude more than 1/8" from the face of the board.)
 - c. Paint samples of the proposed building and wall materials.
 - d. Pieces/chips of any proposed special paving materials.

F. MASTER FIRE ACCESS PLAN

For all new construction projects, please provide the following information on a fire access plan and fire line plan.

1. The access plan needs to include fire access roads and proposed gates across access roads, hydrant locations, FDC location, and all turning radii per standard detail G-954.
2. Private fire lines/hydrant systems need to specifically be called out as 'private' when applicable.

G. MASTER SIGN PACKAGE

For all projects, where two or more buildings are proposed, please provide a master sign package. Please refer to the Master Sign Package handout and be sure to include all required information, including the following.

1. Show proposed wall signs. Identify location, dimensions, height, materials, colors and method of illumination. Provide a sign table or matrix showing wall sign dimensions and areas allowed, and proposed.
2. Provide a sign location plan and elevations of all proposed freestanding signs. Identify dimensions, materials, colors and methods of illumination. Provide a sign table showing dimensions and sign areas allowed and proposed.

SAMPLE