

Spokane Design Review Application

Submittal Checklist

Completed application due 21 days in advance of desired meeting date.



Type of Project:

- Planned Unit Development
- Public Project
- Sidewalk Encroachment
- Shoreline Project
- Skywalk (requesting exception to standards)
- Mini Storage Facility
- Required by CDB Zones and Downtown Plan

Materials Required:

- Project Description* – see below.
- Vicinity Map
- Site/Context Analysis – detailed plan and/or photo board of existing conditions showing trees/vegetation, significant land forms, views, structures, streets and traffic patterns, and surrounding land uses
- Circulation Plan – showing existing and proposed pedestrian and vehicular patterns
- Site Plan – including bldg. footprints
- Landscape Plan - including plants, hardscape, lighting, signage, and streetscape elements
- Conceptual Grading Plan
- Details – including signage and lighting
- Site Cross Sections – showing spatial relationships between major elements (bldgs., trees, berms, light standards, streets, etc.)
- Conceptual Building Elevations - show street level (first 3 to 4 floors) at 1/4" = 1'-0" min.
- Color, texture, pattern, illustrations or submittals
- Schematic Floor Plans - when/if germane to achieving a design objective

One (1) Full sized set

Committee Review -Thirteen (13) 11x17 sets
-or-
Administrative Review – Three (3) 11x17 sets

Digital version of materials (preferred file types: .pdf, .jpg)

Fees:

- Committee Review - \$1275.00
- Administrative Review - \$600.00

*** Project Description:** Please provide written information regarding design goals, site opportunities and constraints, site character, architectural character, how the project fits within the local context, and how it addresses issues in the Comprehensive Plan and any other applicable design plans; i.e. The Downtown Plan.

Name of Project: _____

Address: _____

Property Owner: _____

Address: _____

Phone: _____

Email: _____

FAX: _____

Representative: _____

Address: _____

Phone: _____

Email: _____

FAX: _____

Representative Signature: _____

Date: _____

DEPARTMENT USE ONLY BELOW THIS LINE

Design Review Committee Meeting Date: _____