

**DESIGN REVIEW | [CHAPTER 17.98 GHMC](#)**

Under application for Design Review is considered complete upon submittal of the information as required under [GHMC 17.98.040](#). This is in addition to the application requirements of [GHMC 19.02.002](#).

**DESIGN REVIEW APPLICATION REQUIREMENTS | [CHAPTER 17.98.040](#)**

- ☐ **Completed Master Planning Permit Application**
- ☐ **Site Layout.** A plan, drawn to scale no smaller than one-inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities, and parking and vehicle maneuvering areas.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Significant Tree Survey.** A significant tree survey which accurately identifies the species, size and location of all significant trees within the property subject to the application.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Tree Retention Survey.** A survey showing the species, size and location of all significant trees to be retained on the property.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Preliminary Site Section Drawings.** Section drawings which illustrate existing and proposed grades.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Preliminary Grading Plan.** A topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and hard surfaces.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Preliminary Utilities Plan.** A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Paving Materials.** A description of proposed pedestrian and vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring and texture.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Elevation Drawings.** Complete elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design, roof pitch, and solid/void ratio and siding material calculations. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Sign Plan.** A sign plan showing the general location, type and size of signage on buildings.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ **Equipment Screening.** A description of how all mechanical and utility equipment will be screened.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_

- ☐ **Color and Material Palette.** A schematic color and material palette of the building's exterior siding, trim, cornice, windows, and roofing. If alternative design review is requested, material and color samples shall be provided.  
☐ N/A ☐ Submitted onsheet(s) \_\_\_\_\_
- ☐ **Fencing.** The location and description of any proposed fencing.  
☐ N/A ☐ Submitted onsheet(s) \_\_\_\_\_
- ☐ **Light Fixtures.** A cutsheet showing typical parking and building lighting which includes pole height and mounting height. If proposed fixtures are near critical areas or natural vegetation retention areas, shielding shall be shown.  
☐ N/A ☐ Submitted onsheet(s) \_\_\_\_\_
- ☐ **Accessories.** The location of all outdoor furniture, trash receptacles and accessories.  
☐ N/A ☐ Submitted onsheet(s) \_\_\_\_\_
- ☐ **Alternative Design Review.** A request for alternative design review shall include a written statement addressing the criteria for approval as set forth in [GHMC 17.98.055](#), [17.98.056](#), [17.98.058](#) or [17.98.060](#), as applicable.  
☐ N/A ☐ Submitted onsheet(s) \_\_\_\_\_

**This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.**