



Housing Design Review Subcommittee Checklist for Residential Projects 1-5 Units:

- HDRS Review - Recommendation of Approval to Director of City Planning

-
- Request review as "Information Only" with no approval recommendation action taken.

Items Required:

Submissions are required in electronic form and hard copy if specified by City Planning staff. Email plans to the [neighborhood planner](#) or send files via an online file sharing service.

- Application Form
- Written Project Summary *(including location, scale, investment; number of units, square feet, residents, potential code issues; and any other pertinent information including but not limited to sustainable features.)*
- Site Location Map *(district level)*
- Site Context Plan *(i.e., site plan showing adjoining properties, buildings and street names)*
- Existing Conditions Plan *(color photographs; site context, including nearby buildings)*
- Site Plan *(include: north arrow, scale, legend and key dimensions and notes)*
- Elevation Drawings *(including color versions, if requested)*
- Floor Plans *(typical floors)*
- Tree Preservation Plan *(if applicable – if trees exist on site, identify size, species, how they are impacted by project.)*
- Conceptual Landscape and/or Streetscape Plan *(with plant list)*
- Material, Color and Finish Samples and Lists

Items Requested:

- Color Renderings *(either 2D or 3D, showing proposed color/materiality)*

Due Dates:

Electronic submittals are due to the Neighborhood Planner seven (7) days prior to the HDRS meeting

Electronic submittals may be either: one pdf or powerpoint presentation.

Note:

All drawings must be legible in both digital and hard copy format. Non-legible or incomplete submissions are subject to rejection.