

Project Review Committee Checklist

1. Submittal Information

- a. Project name:
- b. Date submitted:
- c. Developer:
- d. Contact Person:
- e. Telephone Number:
- f. Email Address:
- g. Property Address:

2. Contact Information

- a. Developer:
- b. Owner:
- c. Contractor:
- d. Architect:

3. Submittal Documents

- a. Building elevations
- b. Indication of the type of all exterior materials
- c. Color board for building elements both internal and exterior
- d. Landscape area(s)
 - i. Landscape Plan (if any)
- e. Sign locations
- f. Site Lighting

- g. Security and fencing View corridors and building entrances
- h. Site plan
 - i. Indicating parking areas, access points, circulation, means of ingress and egress, hardscape areas
- i. Proposed fencing materials and location
- j. Land Use Information (SD & DD Level)
 - i. Proposed Use
 - ii. Building Square Footage
 - iii. Number of units for Hotel/Conference Center (if applicable)
 - iv. Parking Counts

4. Project Narrative, including:

- a. Written statement addressing how the submittal complies with each of sections in the Design Guidelines
- b. General project description

X

**Please fill out the submittal and contact information and submit with your documents for the PRC.*

***Please sign to acknowledge you have read the entire checklist.*