

SKETCH REVIEW SUBMITTAL REQUIREMENTS

There is a \$600 residential fee and \$600 commercial fee for the DRC to review both the Sketch Submittal and Construction Submittal. This process will take between two to three weeks.

Sketch plan submittals are required for all projects within the Woodland Park Subdivision. Sketch plan review will verify that site setback requirements have been met and that all proposed designs fall within the design requirements outlined in the design guidelines.

Sketch Plan Submittals will include the following drawings and information:

1. Form A, filled out and signed.
2. Electronic copy of the drawings and documents can be submitted to drc@woodlandparkbzn.com. If preferred, the drawings listed below can be submitted on a minimum sheet size of 11"x17" and maximum sheet size of 24"x36". The Design Review committee the electronic copy.
 - a. Site Plan (please include the following information)
 - i. Drawings scale and north arrow
 - ii. Property lines and setbacks
 - iii. Building footprints including porches, decks, etc.
 - iv. Dimensioned driveways, walkways, and patios
 - v. Approximate elevation of building first floor and elevation of street at access point
 - vi. Approximate site grading
 - vii. Conceptual drainage plan
 - viii. Conceptual landscape plan
 - b. Floor Plan (1/8"=1'-0" minimum scale) showing the following:
 - i. Overall building dimensions
 - ii. Building square footage by floor and overall
 - iii. Rooms labeled and interior dimensions shown
 - iv. All window and door locations shown as well as door swing
 - v. All floor and/or roof overhangs shown and dimensioned
 - c. Exterior Elevations (1/8"=1'-0" minimum scale) showing the following:
 - i. Exterior materials depicted and labeled
 - ii. Floor heights noted
 - iii. Porches and decks shown with associated stairs, railings and other details
 - iv. Overall building height
 - v. Roof pitch(es) indicated

FORM A

**WOODLAND PARK SUBDIVISION
SKETCH DESIGN REVIEW APPLICATION**

Lot Number: _____ Block Number: _____ Gross Square Footage: _____

Owner: _____

Address: _____

Telephone: _____ Email: _____

Contractor/Builder: _____

Firm: _____

Address: _____

Telephone: _____

Architect/Designer: _____

Firm: _____

Address: _____

Telephone: _____

Landscape Architect: _____

Firm: _____

Address: _____

Telephone: _____

DRAWINGS AND INFORMATION

Are any variances from the Woodland Park Subdivision Design Review Guidelines being requested with this application?

Yes ☐ No ☐

If yes, please describe the variance and reason for the request.

Drawings submitted (please check):

- ☐ Site Plan
- ☐ Floor Plans
- ☐ Roof Plan
- ☐ Elevations & Sections
- ☐ Samples & Cut Sheets
- ☐ Rendered Elevation
- ☐ Landscape Plan
- ☐ Signage Details (Commercial Only)

Submitted by: _____ Date: _____

Signature: _____