

SUBMITTAL REQUIREMENTS *(applicable to all design review items for Planning Board review)*

The first submittal, for staff review, must be submitted no later than **four (4) weeks prior to the Planning Board meeting**. For this first review submittal, one electronic copy and one hard copy (max size of 11x17 inches) is required.

Once the application is cleared by staff to move to a Planning Board meeting, the applicant is responsible for providing one electronic copy and 16 hard copies (max size of 11x17 inches, with no binding) no later than **two (2) weeks prior to the Planning Board meeting**.

For all submittals:

- Deadlines for submittals may change based on Federal holidays. The Project Coordinator assigned to your application will have information about any revised submittal deadlines.
- Please deliver submittals to the Records Desk on the 2nd floor of the Webb Building.
- Submittals received after the required deadline(s) will be postponed to a subsequent meeting.

Monday	Tuesday	Wednesday	Thursday	Friday
		Submittal deadline	← - - - - Initial staff review - - - - →	
← - - - - Initial staff review - - - - →			← - - - - Staff communicates with applicant/ resubmittal review - - - - →	
← - - - - Staff communicates with applicant/ resubmittal review - - - - →		Revised submittal deadline - 16 copies and 1 electronic copy	← - - - - Preparation of staff report and packets for the board - - - - →	
← - - - - Preparation of staff report and packets for the board - - - - →		No new information submitted prior to the meeting		
No new information		Planning Board Meeting - 3 pm		

SUBMITTAL CHECKLIST

- A written narrative describing how the proposed development meets the applicable Design Standards and Guidelines. The narrative should detail how the project conforms to all of the design standards and guidelines.
- A map showing the location of your building/site.
- A detailed site plan (to scale and dimensioned) showing the location of the building, property line, site access and circulation, setbacks and all site amenities including a landscape plan, streetscape plan, and civil engineer plan.
- Photograph(s) showing the project location in relationship to all of the surrounding buildings and context. These photos should include a comprehensive view of the adjacent building elevations and any other existing development or features that could influence the proposed development.
- Colored and fully dimensioned building sections, floor plans and elevations, including indication of potential future locations for signage. While renderings, models and digital representations are not requirements, you are encouraged to provide sufficient information for the Board to understand the project in the context of the neighborhood surrounds. The Board may request additional information to assist in their review.
- A list of all external building materials.
- Color and/or material samples to depict color, texture and material quality for construction, if requested.
- Other materials as requested.