



# FAÇADE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PRELIMINARY SITE PLAN SUBMISSION:

- Submit one (1) 24"x36" color copy of a Preliminary Façade Plan, no B&W copies.
- Submit a CD of pdfs of ALL plans for review.**

## SITE PLAN SUBMISSION:

- Submit one (1) 24"x36" color copy and an 11"x17" material sample board. Once staff has approved the Façade Plan, additional copies will be requested, no B&W copies.

## GENERAL

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, City Project number (to be provided at the time of project submission), and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant and architect
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and materials location on elevations. Provide manufacturer name for materials.
  - Preston Road Overlay Requirements:
    - General requirements ([§2.05.04\(D\)](#))
    - US 380 Gateway Sub-district ([§2.05.04\(E\)\(1\)](#))
    - Rural Corridor Sub-district ([§2.05.04\(E\)\(2\)](#))
    - Main Street Sub-district ([§2.05.04\(E\)\(3\)](#))
    - Retail Corridor Sub-district ([§2.05.04\(E\)\(4\)](#))
    - S.H. 121 Gateway Sub-district ([§2.05.04\(E\)\(5\)](#))
  - Gas Pump Canopies ([§3.02.01\(A\)\(14\)](#) or [§3.02.01\(A\)\(16\)](#))
  - Utility, Mechanical & Service Facilities ([§4.03.08\(B\)](#))
  - Non-Residential Development ([§4.07.09](#), [§4.09.03](#) and [Masonry Construction](#))
  - Multifamily ([§4.12](#))
  - Show reduction of site plan as a key. Include the building outline with north arrow.
- Materials calculations table showing for each elevation
  - Total surface area of each elevation
  - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (length and width). Verify that the dimensions on the façade plan match the dimensions on the site plan.
- Building height starting at grade level. Label the grade elevation at 0 feet. (If multiple heights are used, provide dimension for each)
- Do not show any signs on the building. They are not reviewed as part of the façade plan.
- Dash in the location of roof mounted equipment. If the equipment extends above the parapet, provide cross sections of sight lines may be requested to verify screening of mechanical units. ([§4.03.08](#))

- The façade plan shall comply with Zoning Ordinance ([§4.08.02](#) and [§4.09.03](#)) including Preston Road Overlay District ([§2.05.04](#)), Tollway Overlay ([§2.05.05](#)) and OTC standards ([§2.04.04](#)) and any applicable Planned Development requirements.
- Add the following notes:

## FAÇADE PLAN NOTES

- This Façade Plan is for conceptual purposes only. All building plans require review and approval by Development Services
- All mechanical units shall be screened from public view as required by the Zoning Ordinance
- When permitted, exposed utility boxes and conduits shall be painted to match the building
- All signage areas and locations are subject to approval by Development Services
- Roof access shall be provided internally, unless otherwise permitted by the Chief Building Official

## FOR FAÇADE PLANS SUBMITTED WITH A SITE PLAN:

- Provide dumpster enclosure elevations. Label the height and masonry materials and colors. Minimum interior dimensions for a single enclosure are 13' x 15'. Minimum interior dimensions for a double enclosure are 15' x 23'. ([§4.03.07](#))
- Provide a sample board with a **maximum size of 11"x17"** shall be provided. The sample board shall include color and material samples to correspond to the Façade Plan. See attached sample of material board format. (See layout example in the handbook.)
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_