

Denver Landmark Preservation Design Review Application and Submittal Checklist

In order to preserve and protect the integrity of Denver’s historical, architectural, geographical and cultural heritage, the Denver Landmark Preservation Commission (LPC), the Lower Downtown Design Review Commission (LDDRC) and Landmark Preservation staff review all exterior work on an individual landmark or structures in a historic district if that work requires a building or zoning permit. This document lists the requirements for design review.

Property Information

Property Address:

Scope of Work:

Project Type (check all the apply)

<input type="checkbox"/> Accessory Dwelling Unit (ADUS)	<input type="checkbox"/> Pop-top/Rooftop Addition	<input type="checkbox"/> Storefront Alterations
<input type="checkbox"/> Additions	<input type="checkbox"/> Porch Reconstruction or Replacement	<input type="checkbox"/> Telecom
<input type="checkbox"/> Demolition	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Window and Door Replacement
<input type="checkbox"/> Dormer Addition	<input type="checkbox"/> Rooftop Deck	<input type="checkbox"/> Venting or Building Penetrations
<input type="checkbox"/> Egress Window and Well	<input type="checkbox"/> Siding Replacement	<input type="checkbox"/> Zone Lot Amendments (ZLAM)
<input type="checkbox"/> Electrical/Mechanical	<input type="checkbox"/> Signage or Comprehensive Sign Plans (CSPs)	<input type="checkbox"/> Other:
<input type="checkbox"/> Garage	<input type="checkbox"/> Site work and Fences	
<input type="checkbox"/> General Alterations	<input type="checkbox"/> Skylights	
<input type="checkbox"/> New Construction (Infill)		

Applicant Information

Property Owner

Name:

Address:

Email:

Phone:

Applicant

Name:

Address:

Email:

Phone:

Signature Required

I acknowledge that I have the authority to submit information in this application on behalf of the project and that the information provided in the attached application is true and reliable.

Signature of Signature of Owner or Authorized Owner Representative:

Print Full Name:

Date:

NOTE: All applications become the property of the City and County of Denver. Applications are subject to the Colorado Open Records Act. Applications may be posted online or made available to any party that request a copy.

Use this application checklist for design review applications to Landmark Preservation. Some projects may be reviewed through the Landmark Quick Review process. Please consult the Landmark Quick Review application to see if your project scope qualifies for Landmark Quick Review.

Landmark staff will begin reviewing your application once all application checklist items associated with your project scope have been submitted. Once a project has been reviewed and approved, Landmark staff issues a Certificate of Appropriateness (COA) and approves the plans, which you will need to include with your building and/or zoning permit application materials submitted to Development Services. Landmark application materials must match building and/or zoning permit application materials. Any changes to the approved application materials during the building or zoning review will require additional review.

How to submit:

- By email to landmark@denvergov.org. Save all files as PDFs. Make sure all email attachments use the following naming convention <DocumentName>_<Address>_<Date>, examples below:
 - LandmarkApplication_201WColfaxAve_2023.05.01
 - LandmarkPlans_201WColfaxAve_2023.05.01

Requirements for All Applications

- Current Color Photographs**
 - Area of project scope
 - Images of street fronting façade(s)
 - Photos must be at least 300 dpi or at least 4" X 6"
 - Photographs must be labeled with the cardinal directions (ex. north, south, east, west). Photographs labeled front, side, and rear will not be accepted
 - Photos must be included as a page or pages within the drawing set or attached as jpeg or pdf. (Thumbnail photos, photos embedded within emails, and photos linked to a file sharing system will not be accepted)
- Existing and proposed Site Plans** that include
 - Address with street name
 - Scale and dimensions (at least 1"=20')
 - Zone lot and Property lines (include both if different)
 - Zone lot depth (e.g., 65/35 or 80/20)
 - Orienting features such as streets, alleys, sidewalks, and adjacent structures
 - Location of hardscaping elements such as fences, site walls, patios, exterior stairways, driveways, etc.
 - North direction arrow
 - Zoning setback requirements
 - Original grade elevation at intersection of side interior zone lot lines and minimum setback to primary setback
 - Identify all proposed and existing site elements that violate zoning regulations for which you will be seeking relief through the Administrative Adjustment process

Requirements for All Applications continued....

- Existing and Proposed Building Elevation Drawings** that include
 - Scale and dimensions (at least 1"=20')
 - Overall height of building from base planes
 - Height of additions/new structure, if applicable, from base plane
 - Window and door dimensions, if applicable
 - Porches, awnings, other façade and elevation details
 - Location of all existing and new vents louvers, electrical boxes, lighting, etc.
 - Bulk plane and height
 - Material legend and notes (does not apply for Phase I: Mass, Form, and Context submittals)
 - Elevations labeled with the cardinal directions (front, side, and rear labels will not be accepted)
 - Identify all proposed and existing building elements that violate zoning regulations for which you will be seeking relief through the Administrative Adjustment process

Below are several checklists for the project types listed on the application page. Please use the appropriate checklist for the project type. For multiple project types, please include checklist requirements outlined for each project type.

Accessory Dwelling Units (ADUs)

- A **pre-application meeting** with Landmark staff. Meetings can be scheduled by emailing landmark@denvergov.org
 - Pre-application meeting held on:
- A **Demolition Plan**, if applicable, that includes
 - Site plan showing what structure or portion of structure will be demolished, if any
 - Property lines
 - Orienting features such as streets, alleys, sidewalks, and adjacent structures
- Roof Plans** that include existing, if applicable, and proposed roof. Plans to be scaled and dimensioned with roof pitch(es) noted.
- Floor Plans** that include
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)
 - All existing and proposed floors, if applicable
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Enlarged/Detail Elevation Drawings** that include
 - Detail elevations of eaves, overhangs, porches, windows, balconies, canopies, and other unique building features
 - Elevation drawings of site walls, fencing, railing, outdoor kitchens and other proposed site features
 - Enlarged elevations for each distinct window type and location, showing the full window in the wall assembly including head, jambs, sills, and muntins

Accessory Dwelling Units (ADUs) continued...

- Section Drawings** that include
 - Floor-to-floor heights
 - Floor-to-ceiling heights
 - Detail sections through typical walls, features, and materials transitions
 - Detail wall sections through canopies, columns, porches, etc.
 - Details wall sections at typical doors and windows showing their installation in all wall cladding materials
- Sight-line drawings** that show the visibility of the proposed ADU from the public right-of-way from the viewpoint of a person 5'6" in height
- Isometric drawings** that show the visibility of the proposed ADU from various vantage points. Street level drawings are preferable to bird's eye-view drawings
- Streetscape drawings** that compare the size and dimension of the proposed building in elevation in relationship to the primary building and other contributing buildings on the block face. Show the surrounding buildings on the block including the subject property with the proposed ADU

Note: A 3-week **Registered Neighborhood Organization (RNO)** review period will be coordinated by Landmark staff following a pre-application meeting

Additions, Dormer Additions, Pop-top Additions, Rooftop Additions, and Rooftop Decks

- A **pre-application meeting** with Landmark staff. Meetings can be scheduled by emailing landmark@denvergov.org
 - Pre-application meeting held on:
- A **Demolition Plan**, if applicable, that includes
 - Demolition site plan
 - Demolition roof plan – hatch and dimension area(s) of roof to be demolished
 - Demolition elevations – hatch and dimension area(s) of wall to be demolished
 - Historic demolition calculations – percentage of historic roof to be demolished, percentage of historic walls to be demolished, combined percentage of historic roof and walls to be demolished
 - Total demolition calculations– percentage of roof to be demolished, percentage of wall to be demolished, combined percentage of roof and walls to be demolished

Note: See page 17 of the Design Guidelines for Denver Landmark Structures and Districts for more information on demolition review

- Roof Plans** that include existing, if applicable, and proposed roof. Plans to be scaled and dimensioned with roof pitch(es) noted.
- Floor Plans** that include
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)

Additions, Dormer Additions, Pop-top Additions, Rooftop Additions, and Rooftop Decks continued...

- All existing and proposed floors, if applicable
- Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Enlarged/Detail Elevation Drawings** that include
 - Detail elevations of eaves, overhangs, porches, windows, balconies, canopies, and other unique building features
 - Elevation drawings of site walls, fencing, railing, outdoor kitchens and other proposed site features
 - Enlarged elevations for each distinct window type and location, showing the full window in the wall assembly including head, jambs, sills, and muntins
- Section Drawings** that include
 - Floor-to-floor heights
 - Floor-to-ceiling heights
 - Detail sections through typical walls, features, and materials transitions
 - Detail wall sections through canopies, columns, porches, etc.
 - Details wall sections at typical doors and windows showing their installation in all wall cladding materials
- Details of Construction** that include
 - All construction materials clearly labeled in elevation including color, finish, and profiles
 - Window and door schedule with material, size, and operation clearly noted
 - For all glazing provide transparency calculations
 - material schedule or keynotes
 - Images of all proposed materials
 - Light fixture schedule with manufacture, style, and finish clearly noted
 - Material samples or photographs of new or innovative materials as requested by staff
- Sight-line** drawings that show the visibility of the proposed Addition, Dormer Addition, Pop-top Addition, Rooftop Addition or Rooftop Deck from the public right-of-way from the viewpoint of a person 5'6" in height
- Isometric drawings** that show the visibility of the proposed Addition, Dormer Addition, Pop-top Addition, Rooftop Addition or Rooftop Deck from various vantage points. Street level drawings are preferable to bird's eye-view drawings
- Streetscape drawings** that compare the size and dimension of the proposed building in elevation in relationship to other contributing buildings on the block face. Show the surrounding buildings on the block including the subject property with the proposed Addition, Dormer Addition, Pop-top Addition, Rooftop Addition or Rooftop Deck

Note: A 3-week **Registered Neighborhood Organization (RNO)** review period will be coordinated by Landmark staff following a pre-application meeting

Demolition of a Contributing Structure

- A **pre-application meeting** with Landmark staff. Meetings can be scheduled by emailing landmark@denvergov.org
 - Pre-application meeting held on:

Note: Demolition of contributing structures is highly discouraged and is rarely approved. Demolition of 40% of historic exterior walls, historic roof structure, or a combined 40% of exterior historic walls and roof is considered total demolition and will initiate a public hearing at LPC or LDDRC. See page 17 of the [Design Guidelines for Denver Landmark Structures and Districts](#) for more information on Demolition review, and the [Total Demolition Guide](#) for more information about application requirements.

Demolition of a Non Contributing Structure

- Current Color Photographs**
 - All sides of each structure to be demolished must be provided
 - Photographs must be labeled with the cardinal directions (front, side, and rear labels will not be accepted)
 - Must be at least 300 dpi or at least 4" X 6"
 - Attached as jpeg or pdf (photographs that are thumbnails, embedded or linked will not be accepted)
- A **Demolition Plan**, that includes
 - A site plan showing which structure(s) will be demolished
 - North direction arrow
 - Property lines
 - Orienting features such as streets, alleys, sidewalks, and adjacent structures
- A **Replacement Structure or Site Plan** (See appropriate submittal checklist). Note all demolition within a historic district is conditional on approval of a replacement plan

Egress Window and Well

- Enlarged/Detail Elevation Drawings that include**
 - Area where egress window and window well will be added
 - Material legend and notes
 - Elevations labeled with the cardinal directions (front, side, and rear labels will not be accepted)
- Existing and Proposed Floor Plans that include**
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)
 - All existing and proposed floors, if applicable, indicating all proposed changes at each floor
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Section Drawings** that include detailed sections at egress window and window well

Egress Window and Well continued...

- Details of Construction** that include
 - All construction materials clearly labeled in elevation
 - A material schedule or keynotes
 - Window schedule with material, size, and operation clearly noted
 - For all glazing provide transparency calculations

Electrical, Mechanical, Venting, and Building Penetrations

- Roof Plans**, if rooftop mechanical or venting is proposed, that include
 - Existing and proposed
 - Location of all mechanical units
- Enlarged/Detail Elevation Drawings** that include
 - Location of electrical panels and venting
 - Material legend and notes
 - Elevations must be labeled with the cardinal directions (front, side, and rear labels will not be accepted)
- Details of Construction**, where applicable, that include
 - Size of mechanical units and curb or mounting brackets, if needed
 - Size of new electrical panels
 - Size and material of vents
 - Size of any penetrations into the building
 - Size and placement of electrical features
- Sight-line drawings**, if proposing rooftop mechanical, that includes the visibility of the proposed rooftop mechanical unit from the public right-of-way from the viewpoint of a person 5'6" in height

Garage and other Small Accessory Structures

- A Demolition Plan, if applicable**, that includes
 - Site plan showing which structure(s) will be demolished, if applicable
 - If proposing partial demolition of existing structure(s):
 - Demolition roof plan – hatch and dimension area of roof to be demolished
 - Demolition elevations – hatch and dimension area of wall to be demolished
- A Roof Plan** that includes proposed garage roof, scaled and dimensioned with roof pitch noted
- Details of Construction that include**
 - All construction materials clearly labeled in elevation including color, finish, and profiles
 - Window and door schedule with material, size, and operation clearly noted
 - For all glazing, provide transparency calculations
 - A material schedule or keynotes
 - Images of all proposed materials
 - Light fixture schedule with manufacture, style, and finish clearly noted
 - Material samples or photographs of new or innovative materials as requested by staff

Porch Reconstruction or Replacement

- Demolition Drawings**, if applicable, that include
 - Site plan showing what will be demolished
 - Roof plan – hatch and dimension area(s) of porch to be demolished
 - Existing elevations – hatch and dimension area of porch to be demolished
- A **Porch Roof Plan** that includes existing and proposed, scaled and dimensioned with roof pitch(es) noted
- Enlarged/Detail Elevation Drawings**, that include
 - Detail of proposed porch
 - Scale and dimensions (at least 1"=20')
 - Overall height of proposed porch
 - Material legend and notes
 - Elevations must be labeled with the cardinal directions (front, side, and rear labels will not be accepted)
- Details of Construction** that include
 - All construction materials clearly labeled in elevation including color, finish, and profiles
 - A material schedule or keynotes
 - Images of all proposed materials
 - Light fixture schedule with manufacture, style, and finish clearly noted
 - Material samples or photographs of new or innovative materials as requested by staff
- Compatibility Demonstration** when proposing a porch reconstruction or changes to the existing porch, including
 - Historic photographs of the original porch, if existing
 - Original drawings, Sanborn maps, or other historical documentation, if existing
 - Photographs of adjacent or nearby historic structures of a similar historic architectural style or design

Roof Material Replacement with Different Materials

- A **Roof Plan** that includes existing and proposed, scaled and dimensioned with roof pitch noted
- Details of Construction** that include
 - All construction materials clearly labeled in plan including color, finish, and profiles
 - A material schedule or keynotes
 - Images of all proposed materials
 - Material samples or photographs of new or innovative materials as requested by staff
- Compatibility Demonstration** with photographs of proposed roof material adjacent to the existing roof materials

Siding Replacement with Different Materials

- Exploratory Demolition** documentation
 - Provide photographs showing removal of a small portion of non-historic siding to determine if original siding is below, if it can be repaired, or if replication is warranted, the material and installation details
- Details of Construction** that include
 - All construction materials clearly labeled in plan including color, finish, and profiles
 - A material schedule or keynotes
 - Images of all proposed materials
 - Material samples or photographs of new or innovative materials as requested by staff

Site Work and Fence

- Detail Elevation Drawings**, that clearly note the height, for the following structure(s)
 - Fences
 - Fireplaces
 - Pergolas
 - Pools and hot tubs with built-in elements
 - Outdoor kitchens
 - Retaining walls
 - Site walls
 - Built-in seating areas
- Section Drawings** of retaining and site walls, and in-ground pools or hot tubs that include dimensions and material notes
- Details of Construction** that include
 - All construction materials clearly labeled in plan including color, finish, and profiles
 - Material samples or photographs of new or innovative materials as requested by staff

Solar Panels, Solar Tile, and Skylights

- A Roof Plan** that includes
 - Existing and proposed roof
 - Scaled and dimensioned with roof pitch and solar panel setbacks noted
- Section Drawings** of solar panels and skylights that include dimensions and materials notes. Clearly show the roof and height of the solar panels or skylights, or thickness of the solar tiles
- Details of Construction** that include
 - All construction materials clearly labeled in plan including color, finish, and profiles
 - Material samples or photographs of new or innovative materials as requested by staff

Storefront Alterations

- Demolition Drawings**, if applicable, that include
 - Site plan showing what will be demolished
 - Existing elevations – hatch and dimension area of porch to be demolished
- Existing and Proposed Floor Plans** that include
 - Labels of all tenant spaces. Use simple labels (e.g., Tenant 1, Tenant 2)
 - All existing and proposed floors, if applicable, indicating all proposed changes at each floor
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Enlarged/Detail Elevation Drawings** that include
 - Existing and proposed storefront columns, cornices, kickplates, glazing and mullions, and transoms
 - Awnings or canopies, if applicable
- Section Drawings** through
 - Building entry(s)
 - Typical storefront glazing sections
- Details of Construction** that include
 - All construction materials clearly labeled in plan including color, finish, and profiles
 - A material schedule or keynotes
 - Images of all proposed materials
 - Glazing transparency calculations
 - Material samples or photographs of new or innovative materials as requested by staff
- Storefront Lighting** information that clearly shows the
 - Fixture lamp type, size and location, if applicable
 - Location of power source, conduits, and raceways
 - Lighting intensity, color temperature in degrees

Signage

- Floor Plans** that include
 - Labels of all tenants spaces. Use simple labels (e.g., Tenant 1, Tenant 2)
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Enlarged/Detail Elevation Drawings** that include
 - Scale and dimensions (at least 1"=20')
 - Sign type(s) and location(s)
 - Material legend and notes
 - Sign mounting height(s) from grade
 - Sign relationship to exterior façade details such as storefronts, architectural details, and existing signage elsewhere on the building
- Sign Drawings** that clearly
 - Identify sign dimensions and sign square footage
 - Show sign depth, lettering size, and lighting types
 - Show attachment method
- Details of Construction** that include
 - All construction materials clearly labeled in elevation including color, finish, and profiles
 - A material schedule or keynotes
 - Material samples or photographs of new or innovative materials as requested by staff
- Methods of Illumination** that include
 - Light fixture or integrated lighting
 - Lamp type, size and location, if applicable
 - Location of power source, conduits, and raceways
 - Lighting intensity, color temperature in degrees
- Photo Simulations** that include
 - All proposed signs during the day clearly showing the building, sign copy, and other details
 - All proposed illuminated signs at night clearly showing the building, sign copy, lighting, and other details

Comprehensive Sign Plans (CSPs)

- A **pre-application meeting** with CPD Sign Team and Landmark staff. Meetings can be scheduled by emailing planningservices@denvergov.org
- Please visit CPD's website for information on how to [Apply for a Comprehensive Sign Plan](#)

Window and Door Replacement – Non-historic windows and doors; basement windows; and windows and doors on non-contributing buildings

- Floor Plans** that include
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)
 - All existing and proposed floors indicating all proposed changes at each floor
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Enlarged/Detail Elevation Drawings or Photographs** that includes each distinct window type and location, showing the full window in the wall assembly including head, jamb, sill, and muntins
- Section Drawings** that include
 - Detail sections at doors and windows in all wall cladding materials showing dimensioned inset into the wall plane
 - Detail window section showing head, jamb, and muntin design, with dimensions
- Details of Construction that include**
 - Window and door schedule with material, size, and operation clearly noted
 - For all glazing provide transparency calculations
 - Window and door cut sheet or quote
- Compatibility Demonstration for contributing buildings** with
 - Photographs of intact original/historic windows and doors
 - Historic photographs of original/historic windows and doors, if existing
 - Photographs of adjacent historic structures of a similar historic architectural style or design

Window and Door Replacement – Original or historic windows and doors in contributing buildings in historic districts or individual landmarks

- A **pre-application meeting** with Landmark staff. Meetings can be scheduled by emailing landmark@denvergov.org
 - Pre-application meeting held on:
- Floor Plans** that include
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)
 - All existing and proposed floors indicating all proposed changes at each floor
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
- Color Photographs**
 - An overall photograph of the exterior of each window to be replaced, keyed to floor plans and elevation drawings
 - Close-up exterior photos of each window to be replaced showing the existing condition, keyed to floor plans and elevation drawings
 - Photos must be at least 300 dpi or at least 4" X 6"

Window and Door Replacement – Original or historic windows and doors in contributing buildings in historic districts or individual landmarks continued....

- Enlarged/Detail Elevation Drawings** that shows each distinct window type and location, showing the full window in the wall assembly including head, jambs, sills, and muntins
- Section Drawings** that include
 - Details sections at doors and windows in all wall cladding materials showing dimension of inset into the wall plane
 - Detail window section showing head, jamb, and muntin design
- Details of Construction** that include
 - Window and door schedule with material, size, and operation clearly noted
 - Window and door cut sheet or quote
 - For all glazing provide transparency calculations
 - Material samples or photographs of new or innovative materials as requested by staff
- Existing and replacement **Window Comparison Worksheets** for each window that include measurements, in inches, of all window features
- For replacement of 3 or more windows, a window assessment for each window to be replaced conducted by an independent third-party consultant, architect, or contractor with experience with the evaluation historic windows, and who will not financially benefit from window replacement
 - Include detailed explanation of why existing windows cannot be repaired
 - Rate overall windows and specific window features in the following categories:
 1. Repair class 1: window component needs only normal routine maintenance to upgrade to a “like new” condition
 2. Repair class 2: Windows components show some physical deterioration that can be addressed with patching, repair, or splicing new wood into existing members
 3. Repair class 3: Window components show severe physical deterioration and cannot be repaired and must be replaced

Zone Lot Amendment (ZLAM)

- A **pre-application meeting** with Zoning Administration and Landmark staff is highly encouraged
 - Please visit CPD’s website for information on how to [Apply for a ZLAM](#)

Primary Structure and Tandem House New Construction, Phase 1: Mass, Form and Context

- A **pre-application meeting** with Landmark staff. Meetings can be scheduled by emailing landmark@denvergov.org
 - Pre-application meeting held on:
 - A **Demolition Plan**, if applicable, that includes
 - Site plan showing what structure(s), if any, will be demolished
 - Property lines
 - Orienting features such as streets, alleys, sidewalks, and adjacent structures
 - A **Roof Plan** that includes proposed roof, scaled and dimensioned with pitch noted
 - Floor Plans** that include
 - Labels of all existing and proposed rooms. Use simple room labels (e.g., living room, bedroom)
 - All proposed floors
 - Do not include furniture, reflected ceiling plans, interior finish plans, or other interior work (unless otherwise required for a building or zoning permit)
 - Section Drawings** that include
 - Floor-to-floor heights
 - Floor-to-ceiling heights
 - Detail sections through typical walls, features
 - Detail sections through canopies, columns, porches, etc.
 - Ground Plan Comparison** that provides footprint sizes, front yard setback, porch setback, and side setback for all properties within the immediate and adjacent block
 - Streetscape Drawings** that compares the size and dimension of the proposed building in elevation, relationship to other contributing buildings on the block face. Show the surrounding building on the block including the proposed new building.
 - Compatibility Demonstration** that compares the proposed structure with contributing historic structures. Any contributing building within the historic district or on the individual landmark site may be used
 - For **buildings** within the **Lower Downtown Historic District** in a **Special Review District** requesting additional height than allowed by right, as outlined in Chapter 30 of the Denver Revised Municipal Code, the compatibility demonstration must include a height of contributing structures within a 300-foot radius of any point on the proposed development site
 - Isometric Drawings** that show the visibility of the proposed new building from various vantage points. Street level drawings are preferable to bird's eye-view drawings.

Note: A 3-week **Registered Neighborhood Organization (RNO)** review period will be coordinated by Landmark staff following a pre-application meeting, except for new buildings proposed in the Lower Downtown Historic District.

See worksheets to accurately complete the ground plan comparison, streetscape drawings, and compatibility demonstration

Primary Structure and Tandem House New Construction, Phase 2: Design Details

- All submittal requirements form the **Phase 1 submittal**
- Enlarged/Detail Elevation Drawings** that include
 - Detail elevations of eaves, overhangs, porches, window, balconies, canopies, and other unique features
 - Elevation drawings of balconies, railings, awnings, fencing, and other proposed building or site features
 - Enlarged elevations for each distinct window type and location, showing the full window in the wall assembly including head, jambs, sills, and muntins
- Section Drawings** that include
 - Detail sections through typical walls, features, and materials transitions clearly showing all materials of construction
 - Detail wall sections through canopies, columns, porches, etc. clearly showing all materials of construction
 - Details wall sections at typical doors and windows showing their installation and inset, with dimensions, in all wall cladding materials
- Details of Construction** that include
 - All construction materials clearly labeled in elevation including color, finish, and profiles
 - A material schedule or keynotes
 - Window and door schedule with material, size, and operation clearly noted
 - For all glazing provide transparency
 - Images of all proposed materials
 - Light fixture schedule with manufacture, style, and finish clearly noted
 - Material samples or photographs of new or innovative materials as requested by staff
- Landscape Drawings** that include
 - Elevation and detail drawings of all fencing, site walls, and any site feature over 12" in height
 - Location of any hardscape feature such as a walkways, patios
 - Information on any site lighting with manufacture, style, and finish clearly noted
- Electrical, Mechanical, Venting, and Building Penetrations** that include
 - Location of all mechanical units, electrical panels and venting
 - Size of mechanical units, electrical panel, vents and any penetrations into the building
- Isometric Drawings** that show the visibility of the proposed new building from various vantage points. Rendering with material applied are preferable. Street level drawings are preferable to bird's eye-view drawings