

**PC VILLAGE ASSOCIATION      DESIGN REVIEW CHECK LIST    (Oct2016)**

<b>REVIEW TYPE:</b>	PRELIMINARY	FINAL	LANDSCAPE	ABBREVIATED	ADDITION	COLOR BOARD
Application Form*	X	X	X	X	X	
Design Review Fee*	X			X	X	
Registered Survey**	X					
Site Plan	X	X	X	X	X	
Floor Plans	X	X			X	
Elevations	X	X		X	X	
Roof Plan	X	X			X	
Construction Plans		X			X	
Color & Materials	X	X	X	X	X	X
Variance Letter +	X		X	X	X	
Material Samples						X

- All plans must include: LOT NUMBER, OWNER NAME, AND DATE.
- Please revise DATE on subsequent submittals.
- Sheet size no larger than 30 x 42.
- 3 sets of plans for all reviews, except for Color Board

\*See forms online at <http://www.pinecanyon.net/real-estate/real-estate-documents/>

\*\*Survey with major contours noted at actual elevation above sea level, all utility stubs located, all trees 8” or larger, setbacks and easements. Requires engineer’s or surveyor’s seal.

+ As applicable, when any condition or improvement is outside the Development Design Guidelines

**SUBMIT PRIOR TO ORDERING MATERIALS or CONSTRUCTION:**

LANDSCAPE PLAN, INCL. LIGHTING (Landscape Design Review Application)

COLOR BOARD – Final Exterior Materials & Colors

*(Include Lot # on board, and provide type-written summary)*

CHANGES TO DESIGN DURING CONSTRUCTION (Abbreviated Design Review Application)

SMALL PROJECTS & IMPROVEMENTS: DOG RUNS, PATIO ENCLOSURES & FENCES, EXTERIOR IMPROVEMENTS (Abbreviated Design Review Application)

**ALL FORMS, FEE SCHEDULE AND DEVELOPMENT GUIDELINE DOCUMENTS ARE AVAILABLE ONLINE AT:**

**<http://www.pinecanyon.net/real-estate/real-estate-documents/>**

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PRELIMINARY & FINAL PLANS - SUBMITTAL MUST INCLUDE ALL ITEMS ON THE CHECKLIST

INDIVIDUAL PLANS MUST ADDRESS EACH NUMBERED ITEM ON THIS LIST, EXCEPT THAT ITEMS IN BOXES ARE REQUIRED ONLY FOR FINAL REVIEW. EACH ITEM REQUIRES A SPECIFIC NOTE OR ILLUSTRATION.

SITE PLAN: (1"= 20' or larger)

- 1. Proposed finish floor elevations for all areas; all house floors, garage, patios, decks. 1
2. Entire lot, with dimensions and bearings at property lines. 2
3. Setback lines, called-out and dimensioned or identified by number of feet from property line. 3
4. Show residence and all structures, site walls, improvements of all sorts, including roof overhangs. 4
5. Driveway including contours and finish driveway grades. 5
6. AREA CALCULATIONS: (must be shown on Site Plan)
Total livable area 6
Non-livable interior, (garage, storage etc.) 7
Total porch/patio/deck 8
Total driveway & paving 9
Separately:
Total disturbed area (in square feet) 10
Total disturbed area (as percentage of gross lot area) 11
Lot size, expressed in square feet and fractions of an acre 11.1
Disturbed area = building footprints plus all hardscape. (No buffer zone required.)
Maximum disturbed area - 50% of gross lot area and 10,000 s.f. or less,
(Or 13,000 s.f. or less on lots 53, 78, 82, 83)

BUILDING ENVELOPE AND SETBACKS:

No proposed improvements in setback areas except 14' wide driveway and small corner sections of roof overhangs. Any proposed improvements or exceptions requires a Variance Letter from the Owner or Architect

COMBINED LOTS:

Requires City of Flagstaff approval & documents showing recording with Coconino County for DRC approval.

SITE WORK AND TREES:

- 1. All trees 8" & larger to be saved (Must be shown - specifically noted, or distinct symbol) 12
2. All trees 8" & larger to be removed (Specifically noted, or distinct symbol) 13
3. Site plan requires retaining/site walls with Details submitted. 14

SITE DRAINAGE AND GRADING:

- 1. Culvert shown, stone headwalls called-out. 15
2. Site plan must include statement:
"No drainage or run-off will be diverted to adjacent properties." 16
3. Grading and Drainage Plan from Engineer (optional) 17

UTILITY AND SERVICE LINES:

- 1. All utility stubs: electric, gas, water and sewer must be shown. (Typically, the electric & sewer is located in one corner of the property, gas & water at the other.) 18
2. All underground routing & trenches from stubs to building. 19
3. No utility trenches running inside the setback areas; trench may cross the 25' front setback. Trenches parallel driveway or otherwise avoid trees. 20

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- 4. Specific location of electrical service entrance panel identified. \_\_\_\_\_ **21**
- 5. Gas meter location clearly identified. \_\_\_\_\_ **22**
- 6. Notes, drawings describing how visibility of utilities is minimized. \_\_\_\_\_ **23**
- 7. Show ESE and gas meter on ELEVATIONS and SITE PLAN \_\_\_\_\_ **24**
- 8. If grinder pump required, location of equipment and visible alarm is shown. \_\_\_\_\_ **25**

**DRIVEWAYS:**

- 1. Driveway width, max. 14' through front setback. *(May flare to max. 20' at street)* \_\_\_\_\_ **26**
- 2. Driveway material and color. \_\_\_\_\_ **27**
- 3. Adequate off-street parking for 2 vehicles, within setbacks. \_\_\_\_\_ **28**

**TRASH ENCLOSURE:**

Trash enclosure, with gate(s). Provide space for 2 cans. *(Show on Site Plan & Elevations.)* \_\_\_\_\_ **29**

**WALLS AND FENCES:**

- 1. Walls are shown for privacy, screening and are visual extension of residence. \_\_\_\_\_ **30**
- 2. Walls/fences are not used to delineate setback lines. \_\_\_\_\_ **31**
- 3. Walls/fences do not exceed 6 feet in height. *(Notes or dimensions required.)* \_\_\_\_\_ **32**
- 4. Walls/fences adequately screen gas meter, other outdoor equipment. \_\_\_\_\_ **33**

**ADDRESS SIGN:**

Location of standard address sign is shown on site plan. *(Use address sign guidelines)* \_\_\_\_\_ **34**

**EXTERIOR LIGHTING:**

Exterior lighting scheme must be described on site plan, and must include the following: _____ <b>35</b> Location of fixtures, shown on site plan. Inventory of exterior fixtures describing general type of fixture and wattage. Total number of fixtures by type, and total wattage calculation. Statement: <b>"All exterior lighting will comply with City of Flagstaff and Pine Canyon standards, and shall be downward-facing, shielded below the horizon. No lamps, ("bulbs"), shall be visible from any other property."</b>
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**ALL OF THE FOLLOWING, IF PROPOSED, MUST BE SHOWN ON SITE PLAN:**

*(Also show on other appropriate drawings, such as elevations, floor plans, etc.)*

**ANTENNAS / SATELLITE DISHES**

Proposed installations comply with guidelines.  
*(Max 19" dish, discreetly placed.)*

**SOLAR APPLICATIONS**

Proposed installations, if any, comply with guidelines.  
*(Not visible from any property unless fully integrated into architecture.)*

**BARBECUES, FIREPITS AND FIREPLACES**

Exterior Gas BBQ/fireplace is entirely within rear deck or patio.  
No open firepits or portable barbecues are proposed.

**GREENHOUSES**

Proposed greenhouse is attached to structure, and coordinates with architecture.

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**AWNINGS**

Proposed awnings are not canvas, and coordinate with architecture.

**ANCILLARY STRUCTURES**

Proposed sheds, gazebos etc. are visually connected to main structure by walls or major design elements, and match architectural style.

**BASKETBALL HOOPS AND OTHER RECREATIONAL EQUIPMENT**

No permanent exterior recreational equipment is proposed.

**PLAY STRUCTURES / ORNAMENTAL OBJECTS**

Play structure or ornamental object is proposed. Specific details provided.

**FLAGPOLES**

Proposed installations comply with guidelines.

**STORAGE TANKS**

No storage tank installations are proposed.

**SWIMMING POOLS AND SPAS**

Proposed swimming pools, spas and related equipment are visually connected to the structure with walls or with courtyards, and are completely screened from adjacent properties.

**TENNIS COURTS / SPORT COURTS**

No tennis or sport courts are proposed.

**STORAGE AND EQUIPMENT SCREENING**

All exterior storage and equipment is fully screened from adjacent properties.

**FLOOR PLANS: (1/8" = 1'-0" or larger)**

**SIZE AND MASSING:**

1. Livable area is greater than 3200 s.f. and less than 7000 s.f. \_\_\_\_\_ **36**
2. Basement *if proposed* has been included in area calculations. \_\_\_\_\_ **37**  
(Basement is livable if it has any doors, windows, or if less than 75% of basement volume is below grade)

**GARAGE & GARAGE DOORS:**

1. Minimum 2-car garage, min 22' deep x 22' wide, measured inside. Show dimensions. \_\_\_\_\_ **38**  
*Additional bays may be smaller. Garage doors face away from street. Detached garages are OK.*
2. Garage doors are recessed 12" from wall face. Show dimensions. \_\_\_\_\_ **39**  
(Or exterior posts/columns suggest similar depth.)
3. All garage doors are min. 7' tall. Note dimensions. \_\_\_\_\_ **40**
4. At least one door is 9' wide. Note dimensions. \_\_\_\_\_ **41**
5. Double-size garage doors must be turned away from street or door is carefully detailed to appear as two smaller doors. \_\_\_\_\_ **42**
6. Wall offset of 16"+ where more than 2 doors are lined up in single wall. Show dimensions. \_\_\_\_\_ **43**

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**FLOOR PLANS:**

- 1. All proposed finish floor elevations must be shown, for house, garage, all floor levels \_\_\_\_\_ **44**
- 2. Area calculations – Basic interior areas should show on Floor Plan:
  - i. Total livable area \_\_\_\_\_ (Main level, upper level, etc.) **45**
  - ii. Non-livable interior, \_\_\_\_\_ (garage, storage etc.) **46**
- 3. Exterior dimensions are shown for overall building size on Preliminary Plans. \_\_\_\_\_ **47**
- 4. No single mass (wall) is wider than 40’ without an offset. \_\_\_\_\_ **48**
  - i. Less than 3500 sf: Design has minimum of 2 major masses on each side.
  - ii. Greater than 3500 sf: Design has minimum of 3 major masses on each side.
- 5. All dimensions, interior and exterior, are shown on Final Plans. \_\_\_\_\_ **49**

**EXTERIOR ELEVATIONS: (1/4"= 1'-0")**

- 1. Elevations of all views, fully detailed (*all materials drawn, windows detailed on all views*) \_\_\_\_\_ **50**
- 2. Both existing and finished grades must be clearly illustrated and noted on all elevations. \_\_\_\_\_ **51**
- 3. Walls, fences, retaining walls, (except where supporting structure) do not exceed 6’ in height, or have been terraced or landscaped. \_\_\_\_\_ **52**
- 4. Roof pitches must be noted. \_\_\_\_\_ **53**
- 5. No single mass (wall) is taller (on average) than 20’ without an offset. \_\_\_\_\_ **54**
- 6. No single roof plane exceeds 2000 sf. \_\_\_\_\_ **55**
- 7. Details adequate to describe all exterior elements \_\_\_\_\_ **56**
- 8. Clear notations/dimensions required to show maximum height(s) of building. \_\_\_\_\_ **57**  
*(Heights are measured from highest points of architecture to existing grade directly below, and must be so noted.)*
  - i. Roof - Steeper than 6:12 - No portion of structure (except chimney) exceeds 36’.
  - ii. Roof - 6:12 or less - No portion of structure (except chimney) exceeds 32’

**SUMMARY OF EXTERIOR COLORS & MATERIALS:**

*(Must be included on exterior elevations, as keyed notes or as a schedule)*

Summary must include both material and general description of color for all of the following:

- Roof \_\_\_\_\_ **58**
- Siding \_\_\_\_\_ **59**
- Trim *(Must be detailed on exterior elevations. GLB’s discouraged – must be identified)* \_\_\_\_\_ **60**
- Stone/Masonry *(Must be detailed on exterior elevations.)* \_\_\_\_\_ **61**
- Exposed stem wall \_\_\_\_\_ **62**
- Windows *(Including type, i.e: wood construction, clad, and/or brand name)* \_\_\_\_\_ **63**
- Exterior Doors *(Must be detailed on exterior elevations.)* \_\_\_\_\_ **64**
- Garage Doors *(Must be detailed on exterior elevations.)* \_\_\_\_\_ **65**
- Railings *(Must be detailed on exterior elevations.)* \_\_\_\_\_ **66**
- Building Projections ***(Must note: painted to blend with surrounding materials)*** \_\_\_\_\_ **67**

**ELECTRIC & GAS METER:**

Show on elevations with notes describing how the visibility of utilities is minimized. \_\_\_\_\_ **68**

**Exposed Foundation Walls:**

All visible foundation walls/piers are constructed with textured masonry units, faced with stone or brick, or are finished with colored stucco. *(Notes Req’d.)* \_\_\_\_\_ **69**

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**DECK SKIRTING:**

Skirting, if proposed, must be consistent with overall design. *(Notes Req'd.)* \_\_\_\_\_ **70**

**EXPOSED DECK FRAMING:**

Where bottom of elevated deck is visible from other properties, framing has been over-sized (3X min.). *(Noted on framing plan or details.)* \_\_\_\_\_ **71**

**OUTDOOR STAIRWAYS:**

Outdoor stairways have solid risers, (no open treads). *(Notes Req'd.)* \_\_\_\_\_ **72**

**ROOF PLAN:**

- 1. Roof pitches must be noted. \_\_\_\_\_ **73**
- 2. Roof overhangs must be dimensioned or lengths noted. \_\_\_\_\_ **74**
  - 4:12 - 5:12      min 3' overhang
  - 6:12 - 7:12      min 2' overhang
  - 7:12+            min. 1'-6" overhang

**CONSTRUCTION DRAWINGS:** *(Final design review only.)*

Complete sets of construction drawings, as they will be submitted for permits. \_\_\_\_\_ **75**