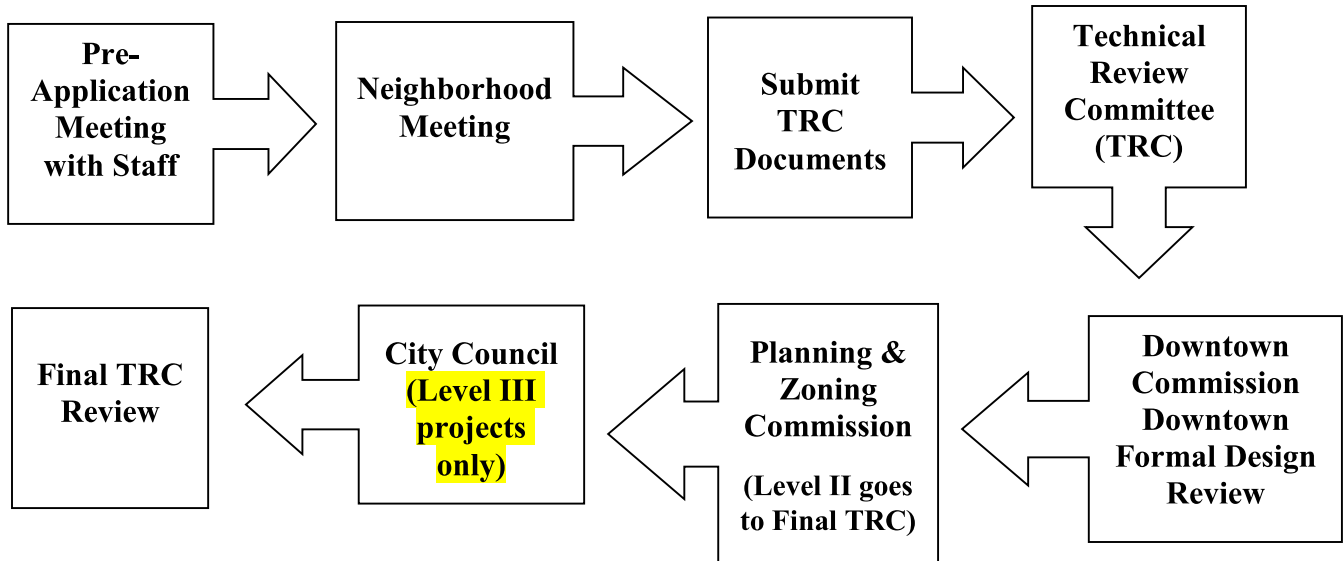


LEVEL II and III PROJECT SUBMITTAL in the CENTRAL BUSINESS DISTRICT



Please Note that TRC is the only review that occurs twice a month. Do not assume that you can proceed to Downtown Commission immediately, consult with staff about meeting timing and submittals of design review materials. Incomplete design review submittals will delay your project and the review at the Downtown Commission.

NEIGHBORHOOD MEETINGS FOR LEVEL II and III PROJECTS IN THE CENTRAL BUSINESS DISTRICT

All Level II and Level III projects in the Central Business District **must** have a neighborhood meeting before submitting to TRC. This requirement can be found in Sec. 7-5-9.1 of the Unified Development Ordinance (UDO), and notification requirements in Sec. 7-5-20.

COMMUNITY MEETING		Applicant To Check
Requirement:		
Property owners within 200 feet of subject property/properties are notified of meeting 10 days in advance of the neighborhood meeting		X
Neighborhood Association contacts are emailed about the meeting 10 days in advance Staff can provide this contact information.		NA
Subject property is posted with a sign about the neighborhood meeting, 10 days in advance of the meeting.		X
Date when Neighborhood meeting was held: <u>7/8/16 @ 3:30 PM</u>		X
Number of people who attended:		4
Any particular comments from the meeting you would like to share with staff:		

ASHEVILLE DOWNTOWN COMMISSION DESIGN REVIEW – SUBMITTAL CHECKLIST

Please submit the following information electronically via email as well as two 11" x 14" sets at least three weeks prior to the Downtown Commission meeting date.

An applicant must complete an informal design review meeting with the Design Review Subcommittee prior to submitting for formal design review with the full Commission. Projects for consideration for formal design review must be substantially developed in terms of design resolution for discussion and action by the Downtown Commission. The Commission may not take official action on projects which, at their discretion, lack sufficient design resolution. Changes made to projects after official action may require re-review by the Commission prior to the issuance of any permits.

COVER SHEET	Applicant To Check	N/A	Planning Staff
Requirement:			
Property owner(s) / Contact person: Name, address and phone number	X		
Location of project – address and PIN(s)	X		
Total area of site in square feet.	X		
List building height (stories and feet), footprint (SF) and total gross floor area (SF). If applicable, include floorplate (SF) and horizontal dimension details over 75'.	X		
Number of parking and loading spaces, if provided	X		
List any variances requested from UDO standards	X		

SITE PLAN	Applicant To Check	N/A	Planning Staff
Requirement: (1:50 or larger – verify with staff prior to submittal)			
Show and dimension property lines, setbacks, any easements or rights-of-way	X		
Show all proposed structures on the site as well as any structures (or portion of) to remain	X		
Show property in context with the neighborhood – include footprint or face lines of adjacent buildings as well as across the street	X		
Include existing and proposed features such as fences, walls, decks, patios, trash enclosures, etc.	X		
Show and dimension existing and proposed curb cuts, sidewalks, walkways, driveways & parking	X		
If applicable, indicate areas of landscaping or hard-scaping	X		
Show <u>existing</u> and <u>proposed</u> bus stops, if applicable	X		
Show proposed phases, if more than one phase note proposed development timeline		X	

LANDSCAPE PLAN	Applicant To Check	N/A	Planning Staff
Requirement: (may be combined with site plan – verify with staff prior to submittal)			
Show existing trees to remain as well as indicate any trees to be removed (species & size)		X	
Show all proposed trees, shrubs, ground cover or other plant materials (location, species & size)	X		
Indicate pedestrian and vehicular circulation	X		
Include prominent natural features, if applicable		X	
Show any outdoor furnishings such as benches, trash cans, lighting, etc.	X		
Show any fences and walls (walls may be subject to standards in UDO)	X		
Include areas of hardscaping, showing proposed features and materials	X		

ELEVATIONS	Applicant To Check	N/A	Planning Staff
Requirement: (shall be accurately color-rendered to represent proposed materials to be used)			
Include drawings showing all exterior elevations for proposed new construction as well as any existing structures to remain	X		
For context, show relationship of proposed buildings to adjacent properties (buildings across streets may need to be shown as well – verify with staff)	X		
Indicate any exterior stairs, ramps, walls, refuse & storage areas, balconies, decks, patios, flues, chimneys, exhaust fans, downspouts, utility boxes/meters, mechanical equipment, canopies, awnings, antennas and any other exterior features visible from the street (note that dumpsters and free-standing service equipment must be screened)	X		
Indicate materials to be used (for context, indicate materials on existing & adjacent buildings also)	X		
Where appropriate, provide partial enlargement sketches of elevation details and relationships		X	
Include calculations showing compliance with fenestration requirements	X		
Provide a detail of the cap and any screening of rooftop mechanicals	X		

SECTIONS AND FLOORPLANS	Applicant To Check	N/A	Planning Staff
Requirement:			
Provide a minimum of one complete section through each side of the structure at a sufficient detail and scale to illustrate the character of the building and relationship with the streetscape	X		
Where a streetwall step-back is required, show the vertical profile of this base element and provide dimensions	X		
Include dimensions of any components that provide variation or character to the building face, such as balconies, porches, insets, cornices, additional step-backs above the street wall, etc.	X		
Provide basic floorplans, especially at ground level. Floorplans may help to illustrate façade details	X		

MATERIALS AND SUPPLEMENTAL DETAILS	Applicant To Check	N/A	Planning Staff
Requirement:			
Provide samples and colors of all exterior materials, including wall surfaces, glazing, trim and paving materials that face or occur on any visible portion of the proposed structure(s). **Bring this to the formal design review meeting (not submitted ahead of time to staff)**		X	
Hand-drawn or computer-drafted simulations, perspectives, character sketches or photo-montages of the project from critical locations and various perspectives may be useful to explain design intent, context and character.	X		
For buildings taller than 75' – photomontages must be submitted from the six external vista points in the UDO as well as from the internal vista point to evaluate public view corridor impact	X		
Provide a summary of how your project complies with UDO requirements in the CBD. If there are deviations from the requirement, describe what these are.	X		
Provide a summary of how your project meets the design guidelines	X		
Any additional requirements as determined by staff (ex. Shadow study)		X	

Links to Resources:

CBD Section of the UDO: <http://bit.ly/1TBpSOV>

Downtown Design Guidelines: <http://bit.ly/1ziC5Ny>

North Carolina
Buncombe County
City of Asheville

Case Before the Asheville Board of Adjustment

Please fill out form completely.

Property Address/Location: _____

PIN Map # : _____

Zoning: _____ Use of Property: _____

Title to this property is in the name of : (Furnish current address/please print legibly)

Property Owner: _____

Owner's Address: _____

(Property Owner's Signature)

(Business Name or Petitioner if other than Property Owner)

(Petitioner's Address)

(Agent's Name)

(Agent's Address)

(Phone Number)

(Phone Number)

I, _____, hereby petition the Board of Adjustment for a variance(s)
from the provisions of the Unified Development Ordinance (UDO) for my real property located at _____.

Applicable UDO Section: 7-8-18 (f) 13 (a)

UDO Requirement: STREET WALL AND SET BACK REQUIREMENTS AS SET
FORTH IN UDO.

Variance Requested: RELIEF FROM THE STREET REQUIREMENTS OF STREET WALL
HEIGHT DUE TO THE NATURE OF THE BUILDING TYPE.

North Carolina
Buncombe County
City of Asheville

Case Before the Asheville Board of Adjustment

Please fill out form completely.

Property Address/Location: _____

PIN Map # : _____

Zoning: _____ Use of Property: _____

Title to this property is in the name of : (Furnish current address/please print legibly)

Property Owner: _____

Owner's Address: _____

(Property Owner's Signature)

(Business Name or Petitioner if other than Property Owner)

(Petitioner's Address)

(Agent's Name)

(Agent's Address)

(Phone Number)

(Phone Number)

I, _____, hereby petition the Board of Adjustment for a variance(s)
from the provisions of the Unified Development Ordinance (UDO) for my real property located at _____.

Applicable UDO Section: 7-8-18 (f) (13) b. (2)

UDO Requirement: THE MAXIMUM HORIZONTAL WALL DIMENSION IN ANY DIRECTION IS LIMITED TO 145 FEET FOR FLOORS ABOVE 75'.

Variance Requested: ALLOWANCE OF 2 FLOORS ABOVE 75' TO EXCEED THE 145' LENGTH.

North Carolina
Buncombe County
City of Asheville

Case Before the Asheville Board of Adjustment

Please fill out form completely.

Property Address/Location: _____

PIN Map # : _____

Zoning: _____ Use of Property: _____

Title to this property is in the name of : (Furnish current address/please print legibly)

Property Owner: _____

Owner's Address: _____

(Property Owner's Signature)

(Business Name or Petitioner if other than Property Owner)

(Petitioner's Address)

(Agent's Name)

(Agent's Address)

(Phone Number)

(Phone Number)

I, _____, hereby petition the Board of Adjustment for a variance(s)
from the provisions of the Unified Development Ordinance (UDO) for my real property located at _____.

Applicable UDO Section: 7-8-18 (f)(11)

UDO Requirement: CURB CUTS ARE LIMITED TO A SINGLE STANDARD DRIVEWAY
PER 200 FT. ALONG A BLOCK FACE PER DEVELOPMENT.

Variance Requested: ALLOWANCE OF ADDITIONAL CURB CUTS TO CREATE
A DROP-OFF ZONE AT THE REQUIRED PRIMARY PEDESTRIAN
ENTRANCE.