

Carlyle/Eisenhower East Design Review Board (DRB)

Keep this sheet for your records.

Filing Deadline: _____

DRB Public Hearing Date: _____

STAFF REPORTS

Staff reports outlining staff's recommendation to the Board for approval or deferral of each case will be emailed to applicants approximately five (5) days prior to the hearing date. Staff reports may also be available on the City's website at <http://alexandriava.gov/planning/info/default.aspx?id=6802>. Call the Department of Planning and Zoning at (703) 746-4666 with questions.

AFTER THE HEARING

After final approval is granted, staff will email the updated staff report with the Design Review Board determination to the applicant. Most projects require building permits before construction can begin. Contact the Code Administration Bureau at (703) 746-4200 to determine if a building permit is needed.

**Carlyle/Eisenhower East Design Review Board (DRB)
Application**

PROJECT NAME: _____ **BLOCK:** _____

ADDRESS OF PROJECT: _____

APPLICATION FOR REVIEW OF: *(Check one)*

- Building Concept Final
- Sign
- Awning
- Other: _____

APPLICANT Name: _____

Address: _____

Phone: _____ Email Address: _____

ARCHITECT/DESIGNER Name: _____

Address: _____

Phone: _____ Email Address: _____

PROPERTY OWNER Name: _____

(if different from APPLICANT)

Address: _____

Phone: _____ Email Address: _____

DESCRIBE THE REQUEST BRIEFLY: _____

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

Note: Per condition #67 of the Carlyle SUP #2253, as amended by SUP #2007-0094, all applicants will be responsible for the costs associated with DRB review of the application. Fees are determined based upon the number of applicants per hearing. Applicants will be notified by Planning and Zoning staff of the amount owed after the filing deadline has passed and the agenda for the hearing has been finalized. Payment is expected prior to the request being acted upon by the DRB.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

Carlyle/Eisenhower East Design Review Board (DRB) Filing Instructions

Filing Deadlines

- Applications for DRB review must be submitted no later than twenty (20) working days prior to the scheduled DRB meeting.
- Contact the DRB staff at the number below at least a week prior to filing to coordinate submissions by the filing deadline. DRB staff will request that PDFs of draft submissions be emailed to P&Z for pre-review and comment. Staff will notify applicants of any suggested design/content revisions to submissions to be made by the filing deadline.
- A schedule of submission dates is maintained in the Department of Planning and Zoning and is also posted at: <http://alexandriava.gov/planning/info/default.aspx?id=6802>
- All applications are due by 5:00 p.m. on the day of the application filing deadline.
- If no applications are received by the submission deadline for a given hearing, that hearing will be cancelled.

Application Support Materials

- All supporting materials (see attached checklist) must be submitted by the **filing deadline (see above)**. **New material may not be submitted or presented at the DRB hearing.**
- Applications without the required supporting materials are deemed incomplete and will not be heard by the DRB.

**For assistance with any of these procedures contact P&Z
Development Staff at (703) 746-4666.**

Carlyle/Eisenhower East Design Review Board (DRB)
Application Checklist for Buildings in CONCEPT REVIEW*:

_____ Physical massing model at minimum 1"=30', showing existing and proposed buildings for all adjacent properties

_____ **Submit the following plan copies containing all of the information on this checklist:**

_____ **Twelve (12) 11"x17" collated, stapled color sets**

_____ **One (1) 24"x36" collated, stapled, color sets, and**

_____ **One (1) 11"x17" 120 dpi PDF file**

_____ **Number all sheets in plan set**

Zoning tabulations (for each element, list zoning ordinance requirement and number proposed):

_____ Zoning of the site

_____ Existing uses on the site

_____ Proposed uses for the site

_____ Lot area(s) (and minimum lot area required under zoning, if applicable)

_____ Number of dwelling units (list by number of bedrooms for multifamily)

_____ Units per acre for residential

_____ Gross square feet (GSF) of building area, total and listed by use (with area devoted to parking included and listed separately)

_____ Net square feet (NSF) of floor area, total and listed by use

_____ Existing and proposed floor-area-ratios

_____ Open space total provided and broken down by ground-level space and usable space provided

_____ Average finish grade for each building

_____ Height of each building above average finish grade

_____ Building setbacks with required and proposed listed separately

_____ Frontage with required and proposed listed separately

_____ Parking spaces (listed by compact, standard, handicapped size and total)

_____ Loading spaces (number required and number proposed)

Site plan/architecture:

_____ Color Site plan at appropriate scale, showing approved uses & heights for adjacent properties

_____ Color Landscape concept plan showing hardscape and planting areas, trees, street furniture, etc.

_____ Color typical floor plans at min. 1/16" = 1'-0" for all levels including roof

_____ Building elevations in color at min. 1/16" = 1'-0" of all building faces with materials labeled, rendered with shadows and keyed to plans

_____ Building/site sections showing grade changes in relationship to buildings and/or retaining walls, rendered with shadows and keyed to plans and showing average finish grade line and heights, including penthouses

_____ Enlarged details (plan/section/elevation) of typical bays at pedestrian level as required

_____ Street-level perspective views in color

_____ Building solid/void area ratio calculation drawings and tabulations

Carlyle/Eisenhower East Design Review Board (DRB)
Application Checklist for Buildings in FINAL REVIEW*:

- _____ Detailed physical building model at appropriate scale
- _____ **Submit the following plan copies containing all of the information on this checklist:**
- _____ **Twelve (12) 11"x17" collated, stapled color sets**
- _____ **One (1) 24"x36" collated, stapled, color sets, and**
- _____ **One (1) 11"x17" 120 dpi PDF file**
- _____ **Number all sheets in plan set**

Zoning tabulations (for each element, list zoning ordinance requirement and number proposed):

- _____ Zoning of the site
- _____ Existing uses on the site
- _____ Proposed uses for the site
- _____ Lot area(s) (and minimum lot area required under zoning, if applicable)
- _____ Number of dwelling units (list by number of bedrooms for multifamily)
- _____ Units per acre for residential
- _____ Gross square feet (GSF) of building area, total and listed by use (with area devoted to parking included and listed separately)
- _____ Net square feet (NSF) of floor area, total and listed by use
- _____ Existing and proposed floor-area-ratios
- _____ Open space total provided and broken down by ground-level space and usable space provided
- _____ Average finish grade for each building
- _____ Height of each building above average finish grade
- _____ Building setbacks with required and proposed listed separately
- _____ Frontage with required and proposed listed separately
- _____ Parking spaces (listed by compact, standard, handicapped size and total)
- _____ Loading spaces (number required and number proposed)

Site plan/architecture:

- _____ Color Site plan at appropriate scale, showing approved uses & heights for adjacent properties
- _____ Color Landscape concept plan showing hardscape and planting areas, trees, street furniture, etc.
- _____ Color typical floor plans at min. 1/16" = 1'-0" for all levels including roof
- _____ Building elevations in color at min. 1/16" = 1'-0" of all building faces with materials labeled, rendered with shadows and keyed to plans
- _____ Building/site sections showing grade changes in relationship to buildings and/or retaining walls, rendered with shadows and keyed to plans and showing average finish grade line and heights, including penthouses
- _____ Street-level perspective views in color
- _____ Building solid/void area ratio calculation drawings and tabulations
- _____ Landscape details, referenced to Color Landscape plan
- _____ Enlarged details (plan/section/elevation) of all building setbacks with dimensions
- _____ Wall sections with enlarged details indicating different conditions at building setbacks
- _____ Additional materials requested by the DRB or materials required by conditions of approval (if applicable): List: _____

**Color and material boards and samples to be provided at Board hearing*

Additional materials requested by the DRB or materials required by conditions of approval (if applicable): List: _____

Carlyle/Eisenhower East Design Review Board (DRB)

Application Checklist for Signs, Awnings, Other:

_____ Submit twelve (12) 11"x17" (minimum size) collated, stapled color sets (w/pages numbered) and one (1) 11"x17" 120 dpi resolution PDF file of the following:

_____ Color Site plan at a measurable scale showing:

- location(s) of proposed element(s)
- dimensions of storefront and building widths [FOR SIGNS & AWNINGS ONLY]

_____ Large-scale elevations and sections with enlarged details

_____ Elevations in color at min. 1/16" = 1'-0", with materials labeled, rendered with shadows and keyed to plans

Street-level perspective photomontages in color (daytime view)

_____ Street-level perspective photomontages in color (nighttime view) [FOR SIGNS ONLY]

_____ Additional materials requested by the DRB or materials required by conditions of approval (if applicable): List: _____

Design guidelines (provide information needed to assess compliance):

_____ If located within the Carlyle CDD, information required by the *Carlyle Design Guidelines* and the *Carlyle Streetscape Design Guidelines*

_____ If located in the Eisenhower East CDD, information required by the *Eisenhower East Design Guidelines*