

DESIGN REVIEW COMMITTEE PLAN REVIEW CHECKLIST

Lot: _____

___ Preliminary Design Submittal ___ Final Design Submittal ___ First Submittal ___ Resubmittal

- Completed, signed and dated Plan Submittal Completeness Checklist
 - o Review to confirm submittal includes all items listed on the Completeness Checklist.
 - o If resubmittal, review to confirm revised drawings show the date(s) revised and all changes are clouded with a delta corresponding to the applicable revision date.

Preliminary Design Review – Conformance with Pine Canyon Design Philosophy¹

- Site Integration
 - o Does the proposed residence and site development plan naturally integrate into the setting?
 - o Do the proposed floor elevations respond to the existing grade?
 - o Does the proposed grading plan respond to the existing natural drainage?
 - o When completed, will the proposed grading changes look natural?
- House Design
 - o Is the residence appropriately scaled relative to the size of the Lot and vertical massing of the site context?
 - o Does the design fit comfortably with the neighboring houses?
 - o Is the residence well composed and designed with all design elements appearing in proportion to each other and to the whole composition?
 - o Does the design of the residence have a good sense of rhythm and balance?
 - o Do the exterior finishes, color and texture, fit naturally within Pine Canyon and the Coconino National Forest?
 - o Is the combination of textures compatible and complimentary rather than competing?
 - o Does the siting of the residence and design of the house reflect Pine Canyon's goal of artfully integrating sustainable design elements into the design and overall minimize the impact on the environment?

¹Section 1

Only those preliminary designs that conform with the Pine Canyon Design Philosophy will be reviewed for technical compliance with the Design Review Guidelines.

Preliminary Design Review – Technical Design Compliance

- Architectural Style – select one²:
 - Mountain Traditional
 - Mountain Transitional Contemporary
 - Mountain Contemporary
- Mountain Transitional Contemporary and Mountain Contemporary
 - Designed by a Registered Architect or designer approved by DRC?
- Mountain Contemporary
 - Located in Walnut Canyon?
- Architectural Site Plan Requirements
 - All improvements except for minor encroachments of roof overhangs are within the Building Envelope.³
 - Disturbed area is not more than 50% of the gross area of the lot or 10,000sf, whichever is less (max 13,000sf on lots 53, 78, 82 & 83).⁴ Disturbed area calculation is shown on the drawing.
 - Driveway and visible paved areas are exposed aggregate, colored concrete or colored pavers.⁵
 - Proposed utility installations minimize disturbance to the site.⁶
 - Address sign location is dimensioned in accordance with Section 2.17a
 - Garage doors are oriented away from streets.⁷
 - Trash enclosure is accessible from the exterior of the house.⁸ Pathway to the enclosure is within the Building Envelope.
 - Walls or fences screen mechanical units and trash containers.⁹
 - Walls and fences do not exceed six (6) feet in height. Page.¹⁰
 - Fenced areas do not exceed 150 square feet.¹¹
 - Grinder pump malfunction alarm can be viewed from the street.¹²
 - If plans show proposed ornamental object see Section 2.15d.
 - If plans show proposed exterior barbecues or fire feature see Section 2.15f.

Grading & Drainage Plan Requirements

- Proposed residence and site development plan naturally integrates into the setting.
- Total cut and fill that is not concealed by or filled in by the building is less than 500 cubic yards.¹³ Cut and fill calculation is shown on the drawing.
- Proposed drive naturally follows the existing contours.
 - Driveway width does not exceed 14 feet except for small widened area where the driveway meets the street (maximum 20 feet at that location).¹⁴
- Parking area provides adequate maneuvering space for full size SUV's. Dimensions and/or outline of turning radius are shown on the drawing.
- Proposed floor elevations respond to the existing grade
- Proposed grading plan responds to the existing natural drainage.
- When completed, the proposed grading changes will look natural.
 - Visible exterior cut and fill depths do not exceed 48 inches.¹⁵
 - Existing trees are retained to the maximum extent possible. No improvements closer to the trunk of a tree than halfway from the drip line to the trunk.¹⁶

² Section 3.1 ⁸ Section 2.13 ¹⁴ Section 2.6
³ Section 2.2d ⁹ Section 2.12 ¹⁵ Section 2.3
⁴ Section 2.2a ¹⁰ Section 2.8c ¹⁶ Section 2.3
⁵ Section 2.6 ¹¹ Section 2.8b
⁶ Sections 2.6 and 2.9 ¹² Section 2.9
⁷ Section 2.7b ¹³ Section 2.2a

Preliminary Design Review – Technical Design Compliance Cont.

- Grading & Drainage Plan Requirements Cont.
 - o Culverts, bridges, and other drainage structures are finished with stone headwalls and coordinated with the exterior materials of the home.¹⁷
- Site / Floor Plan Requirements
 - o Between 3,000sf and 7,000sf.¹⁸
 - o Interior of the garage is a minimum 22 feet deep and 22 feet wide.¹⁹
 - o A wall offset of at least 16 inches between doors when more than two doors are lined up in a single wall.
 - o Garage doors are recessed a minimum of one (1) foot from the exterior plane of the wall.²⁰
- Exterior Elevation Requirements
 - o At least three distinct masses visible from each building elevation.²¹

	Traditional	Transitional	Contemporary
Max Average Mass Height	20	20	30
Max Length of Individual Mass	40	40	50
Max Single Roof Plane	2,000sf	2,000sf	3,000sf

- o Maximum height of the residence.²²

	Roof Pitch	
	> 6:12	< or = 6:12
Measured from Natural Grade	36 Feet	32 Feet

- o Maximum floor, deck, and patio levels above grade.

	Natural Grade	
	< 1:12	> or = 1:12
Measured from Natural Grade	72 Inches	84 Inches

- o Plans include list of all exterior surfaces and their colors; proposed colors comply with Section 3.8.
- o Exterior materials meet the requirements specified in Section 3.6.
- o Walls and fences are a visual extension of the residence, with coordinated detailing, materials and colors.²³
- o Walls and fences do not exceed 6 feet in height.²⁴

¹⁷ Section 2.4c
¹⁸ Section 3.2
¹⁹ Section 2.7a
²⁰ Section 2.7b
²¹ Section 3.3
²² Section 3.4
²³ Section 2.8
²⁴ Section 3.4

Preliminary Design Review – Technical Design Compliance Cont.

- Grading & Drainage Plan Requirements Cont.
 - o Patios, decks and porches are designed as an integral part of the architecture of the residence.²⁵
 - o Deck skirting is recessed from the outer edge of the deck by 8 inches to 48 inches.²⁶
 - o Bottom of elevated decks that are visible have enlarged framing members spaced farther apart.²⁷
 - o Outdoor stairways have solid risers.²⁸
 - o Visible surfaces of foundation walls and piers are constructed with textured masonry units, faced with stone or brick, or receive a stucco / mortar wash finish and painted to blend.²⁹
 - o If stucco / mortar wash, exposed surface steps down with grade; maximum 16” exposed. DRC may approve >16” <30”.

- Exterior Elevation and Roof Plan Requirements³⁰
 - o Traditional and Mountain Transitional Roof pitch between 4:12 and 6:12.
 - o Traditional and Mountain Transitional flat roof area < 30% of roof area.
 - o Maximum flat roof area for Traditional and Mountain Transitional ≤ 500sf.
 - o Flat roof surface colored aggregate matching the walls or other roof materials.
 - o Minimum roof slope ½” per foot.
 - o Minimum roof overhangs comply with the following table:

	Roof Pitch			
	2:12	4:12 - 5:12	> 5:12 - 7:12	> 7:12
Minimum Overhang	3 Feet	3 Feet	2 Feet	1'-6”
Minimum Rake	2 Feet	2 Feet		

- o Roof material is slate, flat concrete tile, non-reflective raised seam metal or heavy-weight three-dimensional thick-butt asphalt shingle.
- o LRV of roof material is between 8 – 40.³¹
- Ancillary structures meet the requirements of Section 3.9.

Revised Plan Submittal Requirements

- Plans are dated.
- All revisions subsequent to the initial plan submittal are clouded and marked with symbol corresponding to the revision date.

²⁵ Section 3.10
²⁶ Section 3.10b
²⁷ Section 3.10c
²⁸ Section 3.10d
²⁹ Section 3.10a
³⁰ Section 3.5
³¹ Section 3.8

Final Design Plan Submittal Requirements³²

- Grading & Drainage Plan prepared by a registered civil engineer.¹
 - o Where culverts, bridges, and other drainage structures are required, culvert size and inverts at both ends of the culvert are shown and noted.
 - o Retaining wall construction detail(s) with schedule showing foundation size and reinforcing relative to exposed wall height.
 - o Drainage channels are made to look natural with the surrounding setting.
- Cross section showing construction details, materials, minimum and maximum slope.
 - o Catch basins and gutter downspouts are connected to underground piping.³³ Pipe sizes are shown and there are details showing how pipes are terminated.
- Architectural details of building components covered in the Design Guidelines.
 - o Roof framing plan
 - o Roof overhang detail
 - o Roof fascia detail
 - o Window jamb detail
 - o Door jamb detail
 - o Garage door jamb detail
 - o Elevated deck framing plan
 - o Crawl space access and ventilation
- Exterior lighting plan
 - o Quantity and locations of exterior lighting are reasonable considering Flagstaff's Dark Sky Ordinance.
 - Maximum 20,000 lumens per Lot (exterior building and site lighting)
 - o General description of the fixture type(s).
 - Statement that all exterior light fixtures will comply with Flagstaff's Dark Sky Ordinance.
 - o Type of lamp(s) with Kelvin temperature and lumens.
 - Maximum 1,100 lumens per fixture.
 - Color temperature between 2,000K - 3,000K

³² Section 5.3c

³³ Section 2.5

¹ Revised 12/18/19 - Requirement for grading & drainage plan prepared by a registered civil engineer moved from Preliminary Plan Submittal Requirement to Final Plan Submittal Requirements.