



City of Boulder Planning and Development Services

1739 Broadway, third floor • PO Box 791 • Boulder, CO 80306

Phone: 303-441-1880 • Fax: 303-441-3241 • Web: boulderplandevop.net

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402.pdf*

DESIGN ADVISORY BOARD APPLICATION

Date of Application _____ **Address of Property for Review** _____

Applicant's Name _____ **Phone** _____

Address _____

Relationship to Project (e.g.: architect, contractor, etc.) _____

Owner's Name and Address _____ **Phone** _____

Project Description

Lot Size _____

Proposed Additional Bldg. Sq. Ft. _____

Total Existing Bldg. Sq Ft. _____

Proposed Bldg. Height _____

Existing Bldg Height _____

Submission Deadlines

The Design Advisory Board generally meets on the second Wednesday of every month. The deadline for submitting your application is 4 p.m. on the last Wednesday of the month; two weeks prior to the meeting date that you wish to attend. Come in person to the Planning and Development Services Center, 1739 Broadway, third floor, to submit your application and materials to a Project Specialist.

Please see the attached "Submission Requirements" sheet for guidance on what we need.

What to Bring to Your Review

At the time of the meeting, please bring at least one set of rendered drawings and material samples.

Committee Comments about the Proposal:



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For submittal questions or project-content questions, please contact Sam Assefa, (303) 441-4277, assefas@bouldercolorado.gov. For administrative questions about DAB, please contact Cindy Spence, (303) 441-4464, spencec@bouldercolorado.gov You can visit our Web site at: www.bouldercolorado.gov/boards-commissions and click on Design Advisory Board (DAB).

DAB Application Submission Requirements

Application requirements for design review will vary depending upon the complexity and scale of the project to be reviewed, and the specific requirements of the reviewing body. In general, the applicant should provide the appropriate architectural drawings, sketches, and photographs of existing buildings and their sites to allow the reviewing body to fully understand the nature and scope of the exterior changes and any significant design issues.

For DAB, four (4) paper copies and all electronic files on a CD or thumb drive. Copies of all relevant information listed below must be submitted *to a project specialist* in the Planning and Development Services Center no later than 4 p.m. on the last Wednesday of the month, two weeks prior to the DAB meeting. *[Please DO NOT send a courier; a representative from your organization needs to bring the plans to the project specialist in person so the specialist can check that submission requirements have been met, which prevents problems with the application.]* Applications should be well organized and contain sufficient information to allow reviewers to fully understand the proposed building design or alteration, including relevant urban design information such as how the project fits within its surrounding context, and how it relates to adjacent buildings and properties.

At a minimum, DAB applications should include the following information:

- A map illustrating the location of the project as well as photographs of the project site and the surrounding area.
- A site plan in a clear graphic style should be presented in the context of the city blocks surrounding the project. Site boundaries and dimensions should be clearly marked and special issues such as floodplain, shadows, land restrictions and the existing site conditions need to be highlighted.
- All relevant floor plans, building sections, and exterior elevations should be illustrated at a scale sufficient to fully understand the proposed design.
- Provide exterior wall elevations in color showing material and color selections.

Additional information that may be required for DAB:

The following additional information may be required if the proposal modifies the permitted “by-right” building height or if the project is of significant complexity that the two dimensional drawings described above do not fully illustrate the design issues:

- A simple mass model if the project is of significant size and complexity, showing the surrounding context.
- Color perspective sketches illustrating the proposed project and its surroundings, from street level, to present the project from the pedestrian’s viewpoint.
- An analysis of the shadow impact of the proposed project is important, especially for projects on the south side of downtown streets.

<https://bouldercolorado.gov/boards-commissions/bdab>