

Address:

Submitted By:

PRE-APP CHECKLIST (Part A.--To be submitted by Project Sponsor with Project Application)

QUESTION	REFERENCE OR COMMENTS	YES	NO	SOM E	N/ A ?
A. NEIGHBORHOOD ON-SITE PRE-APP MEETING		(A - To be completed by Applicant)			
Pre-App Meeting Notice received by neighbors in Project Area?	DR Reform 2009				
Notice of Meeting mailed on _____ (Minimum 14 days in advance).	DR Reform 2009				
City Planner in attendance?	DR Reform 2009				
List attached of those in attendance with email/phone?	DR Reform 2009				
Were Design Phase plans available for viewing at meeting?					
Were any material samples or colors available to view or comment on?					
Did Project Sponsor or Architect ask for comments or suggestions from neighbors?					
Did Project Sponsor or Architect offer ways to possibly mitigate concerns? (i.e. "Good Neighbor" gestures)					
Did project sponsor or architect list the neighbor's comments or suggestions? Is list attached to Checklist?					
Prior to this meeting, did the Project Architect review the CHNDG (Neighborhood Guidelines) to determine how the proposed project may be affected, limited or restricted by the Guidelines? Specifically, Sections: 1 & 3	CHNDG Section 1, Section 3				
Was CHA notified of Pre-App Meeting?					
Has the Project Sponsor met with the CHA Zoning Committee to discuss the project?					
Has the Project Architect attempted to mitigate any concerns identified by the CHA Zoning Committee?					
Do the plans submitted to Planning reflect the Sponsor's attempt to deal with those significant concerns of the CHA and comments of neighbors made during the Pre-Application meeting?					
Would an additional Pre-App meeting be helpful in resolving significant issues of concern?					

PRE-APP CHECKLIST (Part B through I --For Use by Planning Staff and CHA)

QUESTION	REFERENCE OR COMMENTS	YES	NO	SOM E	N/ A
B. NEIGHBORHOOD CHARACTER & SITING		(For CHA and Planning Use)			
Block-face character: Clearly Defined ___ Complex ___ or Mixed <u>X</u>					
Does the building respect the topography of the site?					
Does the position of the building on the block relate to other buildings and other significant urban features?	Location (pgs. 21-25)				
Does the building design respect the pattern of building setbacks?	Setback (pgs. 25-28)				
Does the building design respect rear yard patterns and mid-block open space?	Rear Yards (pgs. 28-29)				
Does the building design respect the pattern of side spacing between buildings?	Side Spacing (pgs. 30-31)				
Does the building design adequately incorporate "good neighbor" gestures?					
Do the "good neighbor" gestures significantly address the concerns of the neighbors?					
C. BUILDING ENVELOPE					
Is the building roofline compatible with the pattern of the rooflines on the block-face?	Roofline (pgs. 32-33)				
Is the buildings volume and mass compatible with that of the surrounding buildings?	Volume & Mass (pgs. 34-36)				
D. SCALE					
Are the building's dimensions (length, width and height) compatible with neighboring buildings?	Dimensions (pgs.37-39)				
Are the buildings overall vertical and horizontal proportions compatible with the patterns along the block-face?					
E. NEIGHBOR'S LIGHT AND VIEW					
Does the building scale preserve the natural light and views for nearby residents?	Light and View (pgs.35, 42)				
F. TEXTURE AND DETAILING					
Do the building's materials compliment those used in the surrounding area?	Exterior Materials (pgs.40-41)				
Are finished materials used on all exposed facades of the building?					
Does the building respect the amount and level of detail and ornamentation on surrounding buildings?					
G. OPENINGS					
Does the building respect the pattern of entryways along the block-face?					
Is the building's entry compatible in size, placement and details with surrounding buildings?					
Are the buildings windows compatible with the proportion size and detailing of windows of surrounding buildings?					
Is the width of the garage door compatible with adjacent garage doors on the block-face?					
Does the proposed garage door compliment the building's style and the design of the rest of the project?					
H. LANDSCAPING					
Is the area designated for landscaping in the front setback area of appropriate size and shape?	Landscaping (pg. 48)				
I. PERSPECTIVE, STORY POLES					
Has Applicant submitted a Perspective, Model, or erected Story Poles to show scale as requested by Planning Staff or Neighbors?	DR Reform 2009				
J. HISTORICAL SIGNIFICANCE					
Is the subject property more than 50 years old?					
Is the subject property part of any historical survey?					
Are there historically significant aspects of the building: association with significant events, persons, architecture, or history?					
Was a Cat Ex from Environmental Review issued with no limiting concerns?					