

**2019 APPLICATION FOR URBAN DESIGN REVIEW BOARD  
City of Des Moines, Iowa**

**Date Submitted:** \_\_\_\_\_

**Project Information**

PROJECT NAME & ADDRESS: \_\_\_\_\_

OWNER/DEVELOPER: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

CONSULTING ARCHITECT/DESIGNER AND FIRM: \_\_\_\_\_

WHO WILL COORDINATE WITH OED STAFF TO SUBMIT MATERIALS PRIOR TO THE MEETING?

**CONTACT INFORMATION:**

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Circle which UDRB meeting** *(Must be at least 2 weeks in advance of next meeting)*

2019					
Jan		15	July	2	16
Feb	5	19	Aug	6	20
Mar	5	19	Sept	3	17
April	2	16	Oct	1	15
May	7	21	Nov	5	19
June	4	18	Dec	3	17

**Action Requested by Applicant:**

\_\_\_ Informational Presentation: Applicants are encouraged to make an informational presentation to the URDB to obtain an initial reaction and direction before undertaking detailed design. This consultation is optional; it is an informal session to discuss siting issues, the surroundings, design concepts and gain insight on creating a successful project.

\_\_\_ Initial Approval and/or Recommendation: Applicant may obtain initial approval and/or recommendation by presenting schematic design information and details.

\_\_\_ Final Approval and/or Recommendation: Applicant may obtain final approval and/or recommendation by presenting final project details. The project must have had an informational presentation or an initial approval recommendation with the Board prior to this final review/recommendation. This step may be waived at the discretion of the staff or Board.

## 2019 APPLICATION FOR URBAN DESIGN REVIEW BOARD City of Des Moines, Iowa

### Materials to be Submitted by Applicant

Submit materials to Erin Olson-Douglas ([eodouglas@dmgov.org](mailto:eodouglas@dmgov.org)) for review by end of business on the 12<sup>th</sup> calendar day in advance of the meeting.

Please try to submit as much of the information as possible, as it is critical to the Board's evaluation process. It is understood that certain project details may not be fully determined when a Board review is requested (final budget, schedule, materials, etc.). The goal is for the Board to review projects at a stage of development where there is opportunity for meaningful input into the design process.

<b>Submission Requirements</b> Hard copy (15 collated sets) <i>or</i> PDF digital version ( <b>preferred</b> )	<b>Type of Approval</b>		
	<b>Informational</b>	<b>Initial Approval</b>	<b>Final Approval</b>
Location Map with Site Marked	<b>X</b>	<b>X</b>	<b>X</b>
Narrative Project Description include schedule, estimated costs, developer/architect team, public participation process, energy efficiency and high performance components, other City design/use requirements <sup>1</sup>	<b>X</b>	<b>X</b>	<b>X</b>
Building Plan and Elevations	<b>X (Sketch)</b>	<b>X</b>	<b>X</b>
Contextual Site Info: include photos	<b>X</b>	<b>X</b>	<b>X</b>
Plan showing adjacent building	<b>X</b>	<b>X</b>	<b>X</b>
Utility/HVAC locations and screening details			<b>X</b>
Samples of exterior building materials and color scheme			<b>X</b>
Landscape Plan			<b>X</b>
Proposed Signage			<b>X</b>
Lighting Plan/Details			<b>X</b>

<sup>1</sup> Design guidelines are available for Central Place, Guthrie Ave, Eastern Gateway and Western Gateway areas

### Board Presentation

The applicant is encouraged to consider the use of various graphic presentation material including a location map, photographs, renderings/model, scale drawings of the proposal in context with adjacent buildings/uses/signs, etc., as may be deemed appropriate to describe the project. These materials may be presented using electronic media or standard boards.

The Board is very interested in the appearance and design quality of projects. Emphasis should be given to the site plan, landscape plan, lighting plan, building elevations, exterior building materials, color scheme and graphics.

Agendas are sent out prior to the meeting. Meetings are held at 7:30 am in the City Council Chambers unless otherwise noted.

\* *Contact:* Office of Economic Development/ City of Des Moines

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| <input type="checkbox"/> Erin Olson-Douglas | 515-283-4021 | <a href="mailto:eodouglas@dmgov.org">eodouglas@dmgov.org</a> |
| <input type="checkbox"/> Glory Parks        | 515-283-4036 | <a href="mailto:gaparks@dmgov.org">gaparks@dmgov.org</a>     |