



Department of Planning, Housing & Community Development

COMMISSION ON ARCHITECTURE AND URBAN DESIGN (CAUD) PROJECT CHECKLIST

In order for the Commission on Architecture and Urban Design (CAUD) and the Planning Department to accurately review a proposed project in a timely manner, applications must be complete and thorough. In order to assist applicants in submitting a complete and thorough application, this checklist sets out the minimum supplemental materials which must be submitted for various project elements. Unless otherwise noted or determined by City Staff to not be required, the following information and drawings must be included in the submittal package for your application. For an application to be accepted, each and every item is required at the time of application submittal; failure to submit these items may result in a project review being prolonged or delayed.

1. All Projects

- Completed Application Form
- Photographs of existing conditions (digital preferred)
 - Photos from any/all public right-of-ways (streets, sidewalks, trails, et cetera)
 - Specific photos of elements to be modified
- Historic photographs/images (if any)

2. Masonry

- Proposed brick pattern
- Specific color, locations, and joint profile for mortar repairs
- Specific brand/type of mortar to be used (cut sheets)
- Specific cleaning methods proposed (including any chemicals to be used)

3. Siding

- Photographs and description of existing siding materials
- Specific brand/type of siding proposed (cut sheets)
- Specific color(s) proposed

4. Painting

- Specific colors to be used (chips with brand name, color numbers)
- Locations of specific colors

5. Windows/Doors

- Specific windows/doors to be installed/replaced, their existing conditions
- Manufacturer's cut sheets, with measurements
- Information on pane/panel configuration
- Specific materials of new windows/doors
- Specific exterior hardware (if any)
- Specific design, materials, colors of any trim

6. Roofing

- Specific materials, colors of roofing to be replaced, its existing conditions
- Specific materials, colors of proposed new roofing
- Manufacturer's cut sheet(s)
- Sample of material(s)

7. Ornamentation (porches, awnings, light fixtures, decorative trim, skirting, et cetera)

- Location(s) of proposed work
- Specific information on proposed modifications
- Manufacturer's information/cut sheets for materials
- Specific colors to be used (chips with brand name, color numbers)

8. Storefronts

- To-scale drawings of proposed design, with measurements
- Specific materials, colors to be used
- Specifics on proposed windows/doors

9. Signage/Awnings

- To-scale, color drawings of the proposed sign(s)/awning(s)
- To-scale drawings/photograph showing proposed location of the sign(s)/awnings(s) on the structure/site
- Specifics on proposed illumination (if any)
- Specific materials to be used

10. Additions/New Construction

- To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20ft of the parcel lines
- To-scale drawings showing proposed work in relation to existing conditions, with measurements
- To-scale elevations showing proposed final design
- Description of materials and colors to be used

11. Site Features (parking lots, fences, walls, decks, sheds, garages, et cetera)

- To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20ft of the parcel lines
- Manufacturer's information/cut sheets for materials
- Specific design, materials, colors of proposed feature(s)

12. Demolition

- Documentation of current condition of the structure
- Specific plans for future/intended use of the site