



## Design for Bainbridge Applicant Checklist

### DESIGN REVIEW REQUIREMENTS – PREPARATION CHECKLIST

This checklist is designed as a reference tool to help prepare the applicant for a scheduled Design Review Board meeting. Please refer to the [Design for Bainbridge \(DFB\) Manual \(2025\)](#) for detailed information & requirements. Further information regarding the Design Review process can be found in the [Administrative Manual for Planning Permits](#).

### DOCUMENTS REQUIRED FOR DESIGN REVIEW (APPENDIX A):

	<b>Submittal Document</b>
<input type="checkbox"/>	Written Project Overview
<input type="checkbox"/>	Context Analysis Drawing
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Written Architectural Narrative*
<input type="checkbox"/>	Site Section Drawings
<input type="checkbox"/>	Building Elevation Drawings
<input type="checkbox"/>	Rendering Drawings
<input type="checkbox"/>	Exterior Lighting Plan
<input type="checkbox"/>	Materials Palette

\*The Architectural Narrative MUST INCLUDE the following elements:

- Clear design narrative that guides all aspects of the project, including aesthetics, materials, and form
- Explain how the project is sustainable as defined on page 11 of the DFB manual
- Explain how the following were informed by the context analysis and design narrative:
  - Building Form
  - Site Design
  - Façade design choices and detailing
  - Materials and landscaping
- Requested Departures
  - Include rationale for request
  - Anticipated community or project benefits

### PRESENTATION REQUIREMENTS (APPENDIX B):

Presentations should take approximately 30 minutes. Afterward, the Design Review Board will facilitate a discussion that encourages feedback from board members. Applicants are expected to hear and discuss concerns and suggestions.