



**DESIGN REVIEW
STANDARD PLANS**

Revised March, 2008

**DESIGN REVIEW
RESIDENTIAL STANDARD PLANS
PROCESS GUIDE AND APPLICATION**

Town of Gilbert
Planning and Development Services Division
90 East Civic Center Drive
Gilbert, Arizona 85296

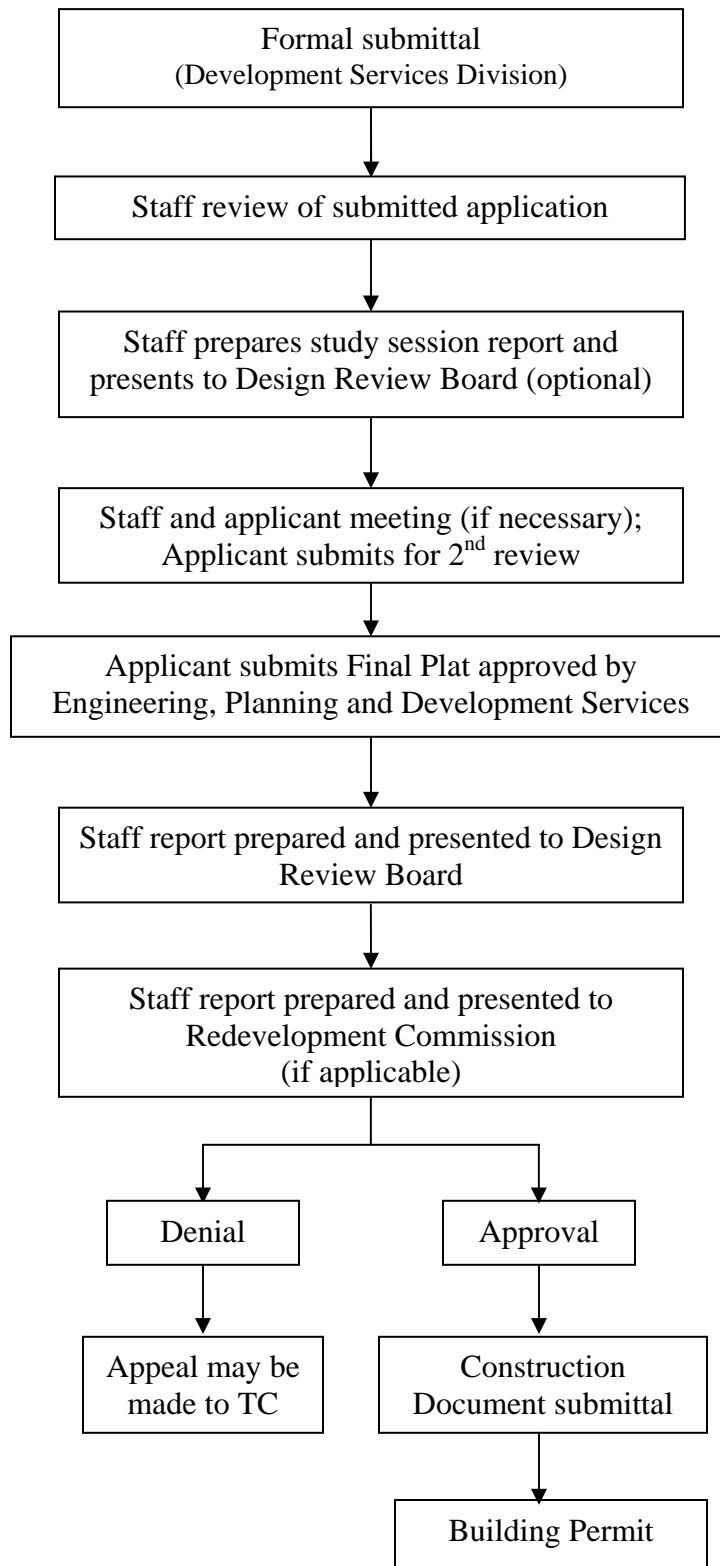
Phone 480/503-6700

Fax 480/497-4923

www.gilbertaz.gov

Process for Residential Standard Plan Design Review

Please reference the Town of Gilbert Land Development Code Chapter II, Article 5.6: Design Review for additional information. The Land Development Code can be found on the Town of Gilbert's website (<http://www.gilbertaz.gov>).





DESIGN REVIEW
RESIDENTIAL STANDARD PLANS
APPLICATION

Received By:

Project Name:
(Submit Project Name Change form and fee for name change.)

Address or Location:

Proposed Project Details:

Tax Parcel Numbers:

- Character Area: Santan, Gateway, Heritage District, Morrison Ranch
Overlay Zoning District: Santan Freeway Corridor, Williams Gateway Airport

Zoning:
Density:
Net Acres:
No. of Standard Plans:
Total No. of Lots:

Property Owner (all information must be provided):

Company:
Contact Name:
Address:
City, Zip:
Phone:
E-mail:
Fax:
Signature:
Date:

* Property Owner's signature certifies that the owner is aware and agrees to the request. A notarized letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact:

Company:
Contact Name:
Address:
City, Zip:
Phone:
E-mail:
Fax:
Signature:
Date:

FOR STAFF USE ONLY
Submittal Date Case Number
Fee Paid Base + \$/ plan over 5 = EDEN Permit Number
Use Eden Type: PST

Project Data Sheet Residential Standard Plans

Zoning Code Standards: Unified Land Development Code Land Development Code

Applicable Zoning Ordinance Numbers(s): _____

Applicable Front Setback Stagger Requirements: _____

Final Plat Status: _____

List easements adjacent to lots: _____

Does the Final Plat include language listing items permitted to, or excluded from encroaching?

YES (If yes, please attach plat language) NO

Please specify easements and encroachments (if any) on plat.

Lot Areas		
Zoning Classification:	Minimum Lot Area (sq. ft.):	Minimum Lot Dimensions:

Required Building Setbacks & Coverage							
Zoning Classification:	Minimum Building Setbacks			Increased Building Setback Requirements			Maximum Lot Coverage/ One story/Two story
	Front	Side	Rear	Front	Side	Rear	

Standard Plan Details				
Plan #	Square Ft.	Width	Length	Height

Design Review Residential Standard Plans Checklist

An incomplete application will not be accepted unless a waiver of any of the following submittal requirements is documented by Town Staff in the Town’s Customer Agreement Binder prior to submittal.

Submittal items should not be placed in notebooks or sleeve protectors.

REQUIRED MATERIALS (Refer to pages 8-10 for details)	Applicant Checklist	Staff Verification
1. Application... (pp 3-6).....	<input type="checkbox"/>	<input type="checkbox"/>
2. Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
3. Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
4. Final Plat Application (a copy of the stamped received final plat application).....	<input type="checkbox"/>	<input type="checkbox"/>
5. Completed Project Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
6. Vicinity Map (8.5” x 11”) (Showing adjacent streets).....	<input type="checkbox"/>	<input type="checkbox"/>
7. Lot Fit Analysis (8.5” x 11”).....	<input type="checkbox"/>	<input type="checkbox"/>
8. Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project).....	<input type="checkbox"/>	<input type="checkbox"/>
9. Maricopa County Assessor Parcel Map (8.5” x 11”) (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
10. Final Plat Submitted for Review:		
• 1 copy – Blueline or blackline prints (24” x 36”) folded to approximately (9” x 12”).....	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy – (11” x 17”) laser print (photocopy of color rendered plan not acceptable).....	<input type="checkbox"/>	<input type="checkbox"/>
11. Typical Plot Plans:		
• 1 copy – (11” x 17”) laser print for each standard plan (photocopy of color rendered plan not acceptable)	<input type="checkbox"/>	<input type="checkbox"/>

12. Floor Plans:

- 1 copy – (11” x 17”) laser print for each standard plan (photocopy of color rendered plan not acceptable)

13. Elevations:

- 2 copies – Blueline or blackline prints (11” x 17”)

14. Materials/Color Board:

- 1 - (9” x 14” – maximum) material / color board(s) providing actual color chips, veneer and roof material, including glazing, noting color name and manufacturer.....
- Catalog cut sheets illustrating roof and veneer material color selection
- 1 – (8.5” x 11” - minimum) Photo or color copy of the board(s) for archival purposes.....

REQUIRED ITEMS FOR RESIDENTIAL STANDARD PLAN DESIGN REVIEW APPLICATIONS

1. Project Narrative (Item # 3 on Checklist)

- Describe proposed project;
- Address compliance with zoning requirements and Planned Area Development (PAD) conditions that affect the design or placement of homes in the approved subdivision plat; and
- Address the housing product compliance with Character Area design criteria, if located in a Character Area.

2. Submitted Final Plat Application (Item #4 on Checklist)

- Copy of stamped received final plat application

3. Lot Fit Analysis (Item #7 on Checklist)

- Identify the fit of each standard plan for all lots, showing required and proposed setbacks and lot coverage percentages;
- Include all possible options and the required patio cover for each standard plan;
- Clearly note on the matrix any setback variations across elevations styles (i.e. elevations A, B & C);
- Identify lots adjacent to arterial streets, easements or tracts, noting applicable setbacks; and
- Identify lots addressing stagger requirements (LDC or Ordinance specific).
- Please see Attachment 2 on Page 11 for a sample lot fit analysis matrix.

4. Plot Plan (Item #11 on Checklist)

- Scale, north arrow, and dimensions;
- Home Builder and Subdivision Name;
- Plan Number;
- Minimum lot area;
- Typical lot lines;
- Location of ground mounted mechanical equipment screened from public view and illustrating they do not encroach into clear zone areas; (see Land Development Code Chapter I Article 2.1: Single Family D.4 and Attachment 3 for illustration of Clear Zone and U.B.E. notations)
- Identify the following features: plan options: roof overhangs, upper levels, building projections identified with a dashed line, distance of overhangs / projections to property line*;
- Required building setbacks;
- Front setback stagger (if applicable)**;
- Proposed and allowed building lot coverage;
- Identify adjacent easements;
- Location of typical driveway; and
- Provide additional plot plans for each elevation style (A, B and C) if footprints, setbacks or lot coverage vary.
- Notes

- * Eaves, overhangs, projections must comply with IRC 2006 code requirements - See Attachment 4 for additional information.
- **If all plans cannot meet front setback stagger requirements, identify predetermined lot staggers on the lot fit analysis.

5. Floor Plans (Item #12 on Checklist)

- Scale and dimensions;
- Home Builder and Subdivision Name;
- Interior space distribution with dimensions;
- Exterior walls and interior partitions;
- Line of second floor above and line of first floor below (for two-story homes);
- Fenestration;
- Stairs;
- Provide additional floor plans for all elevation styles, including separate details for optional features (i.e. extended porches/patios, extended garages, walk decks, casitas, etc); and
- Registered Design Professional signature and seal;

6. Elevations (Item #13 on Checklist)

- Scale and exterior dimensions;
- Home Builder and Subdivision Name;
- Minimum of three standard plans;
- Minimum of three elevations per standard plan;
- Building elevations for all sides;
- Provide elevations for each standard floor plan proposed for the project;
- Provide additional elevations of each floor plan with options;
- Minimum of three different garage doors designs for each standard plan;
- Identify materials proposed, including decorative elements and garage doors as standard features;
- Identify accent features such as window trims or other features that project from the main wall plane and note their depth;
- Identify accents, details (i.e. corbels, exposed rafter tails, etc.) and any other areas requiring fire rating per IRC 2006 Sec.R 302.1;
- Identify gutters and downspouts painted to match, if applicable;
- All elevations must be oriented consistently with the floor plans;
- Standard plan notes (Attachment 1) are applicable to all residential standard plans. These must be placed on the cover sheet of the construction documents; and
- Registered Design Professional signature and seal.

7. Materials/Colors (Item #14 on Checklist)

- Samples of actual color chips noting the color and material name and manufacturer's number mounted on a maximum 9" x 14" foam core or cardboard. A supplemental larger size material board may be submitted if desired;
- One or two samples of all veneer and roof material, and;
- A matrix listing all proposed color schemes, noting color and material names and manufacturer's number.

Attachment 1

**A RESOLUTION OF THE DESIGN REVIEW BOARD OF
THE TOWN OF GILBERT, ARIZONA ADOPTING
STANDARD RESIDENTIAL HOUSE PLAN CONDITIONS:**

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage within the Town of Gilbert.

WHEREAS, the Design Review Board has determined that uniform conditions for residential tract house plans would provide more equity in the review of residential plans and provide applicants a greater level of information early in the design review process.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that standard conditions for residential standard house plans are established as set forth in exhibit 1 attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED by the Design Review Board of the Town of Gilbert, Maricopa County, Arizona, this _____ day of _____, 2000.

(Signed copy on file)

Darrell Truitt, Design Review Board Chairman

ATTEST:

Jerry H. Swanson, Planning Director

APPROVED AS TO FORM:

Martinez & Curtis, P.C.
Town Attorneys
By Kelly Schwab

EXHIBIT 1: Standard residential house plan conditions adopted by resolution of the Design Review Board on December 14, 2000.

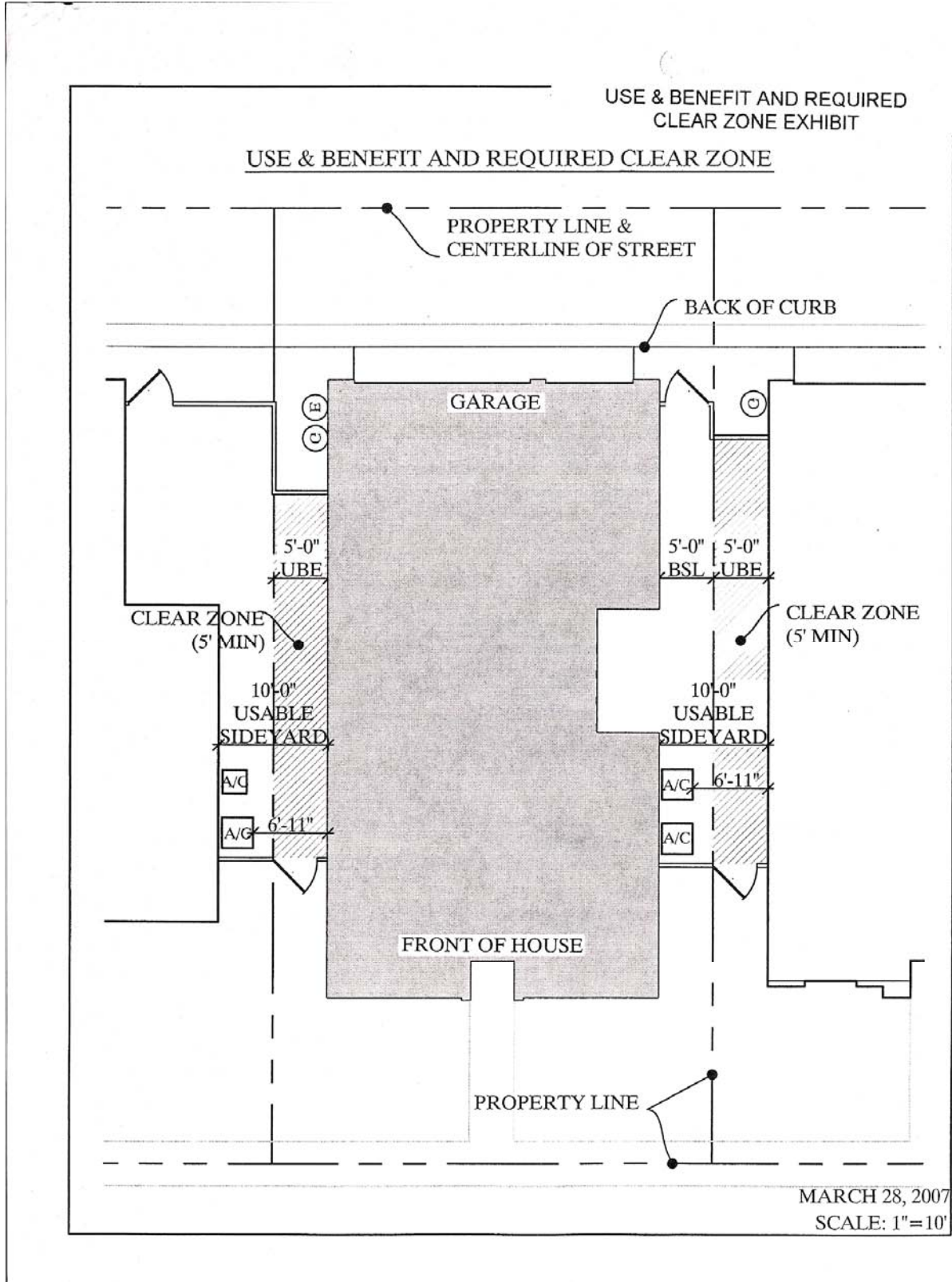
1. A minimum of three architecturally different covered patio designs shall be provided for each standard plan on lots that back to common open space or public streets. The designs will incorporate differing rooflines such as a parapet design, a gabled design or other appropriate design given the main structure rooflines. All patio columns shall be of substantial dimensions (i.e. 12” stucco column) and constructed of materials compatible with the exterior elevations.
2. A minimum of three (3) different garage doors shall be offered as a standard feature for each standard plan. Different designs may include short vs. long panels and decorative, divided-light panels.
3. No house product of the same floor plan and elevation shall be built adjacent or across from one another. Across is defined as any lots having common frontage.
4. The same color scheme is not permitted on adjacent residences.
5. Provide reverse elevations, where possible, on adjacent lots to keep the garage doors from always being on the same side of the lots
6. Detailing (i.e. veneer stone, brick, shutters, window mullions, decorative corbels, etc) as shown on the approved elevations shall be standard and clearly labeled on the construction documents. Substantial deviations from the approved elevations shall be reviewed by the Design Review Board.
7. No similar rear elevations shall be allowed adjacent to one another along open spaces or public right-of-ways. Window detailing shall be applied to the side or rear elevations that side or back onto an open space or public street. The detailing shall be clearly noted on the construction documents.
8. Wainscoting pop outs and other horizontal banding details applied to the front elevation shall be wrapped around the corner of the house to the return wall or to a prominent end-column feature.
9. All exposed metal roof vents and utility equipment shall be painted to match the adjacent roof or building color. This shall be clearly noted on the construction documents.
10. All ground-mounted mechanical equipment within a side or rear yard of a lot enclosed by a view wall shall be fully screened by a finished wall.
11. These conditions and any additional conditions approved by the Design Review Board shall be placed on the cover sheet of the first house plan construction submittal and all subsequent submittals for each individual standard plan.

Attachment 2

SAMPLE LOT FIT ANALYSIS MATRIX

Required Building Setbacks:							Special Condition Notes:																				
Front Setback Option 1= Front Setback Option 2= Rear Setback= Side Setbacks= Street Side Setback= Maximum Lot Coverage (%)=							<ol style="list-style-type: none"> 1. Use & Benefit Easement 2. Landscape and Pedestrian Easement 3. Public Utility Easement 4. Other easement 5. Arterial Street Adjacency- increased setback required 6. Open Space Tract Adjacency - increased setback required 7. Corner Lot 8. Other Notes 																				
Plan 101A							Plan 101B					Plan 101C					Plan 101 all options					Continue w/ Plan 102 A, B, C...					
Conditions Provided							Conditions Provided					Conditions Provided					Conditions Provided					Conditions Provided					
Lot Number	Special Conditions	Front Setback, standard	Front Setback, stagger	Side Setbacks	Rear Setback	Coverage (%)	Front Setback, standard	Front Setback, stagger	Side Setbacks	Rear Setback	Coverage (%)	Front Setback, standard	Front Setback, stagger	Side Setbacks	Rear Setback	Coverage (%)	Front Setback, standard	Front Setback, stagger	Side Setbacks	Rear Setback	Coverage (%)	Front Setback, standard	Front Setback, stagger	Side Setbacks	Rear Setback	Coverage (%)	
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											

Attachment 3



Attachment 4

The following will be the policy of review for all plans reviewed under the IRC 2006 Code in regard to 5' fire separation requirement.

Any structural or architectural element that encroaches within 5' of any lot line (ground to sky) will be required to be designed as a 1hour fire rated assembly. Exception; an architectural element constructed of heavy timber or of foam material covered by stucco may encroach into this 5' required fire separation.

Please see supporting code reference below:

SECTION R302 EXTERIOR WALL LOCATION

R302.1 Exterior walls.

Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1. These provisions shall not apply to walls, projections, openings or penetrations in walls that are perpendicular to the line used to determine the fire separation distance. Projections beyond the exterior wall shall not extend more than 12 inches (305 mm) into the areas where openings are prohibited.

TABLE R302.1
EXTERIOR WALLS

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	(Fire-resistance rated)	1 hour with exposure from both sides	0 feet
	(Not fire-resistance rated)	0 hours	5 feet
Projections	(Fire-resistance rated)	1 hour on the underside	4 feet
	(Not fire-resistance rated)	0 hours	5 feet
Openings	Not allowed	N/A	< 3 feet
	25% Maximum of Wall Area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R317.3	< 5 feet
		None required	5 feet

N/A = Not Applicable.