

**INDUSTRIAL AND BUSINESS PARK**  
**Site Plan and Design Review Guidelines Checklist**

**Applicant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Applicant shall fill out the design guidelines checklist for all guidelines applicable to the project. Check the box if meets guideline and indicate in the comments how the guideline is met. Indicate NA if a design guideline is not applicable. Any design guideline that the project does not meet shall be indicated as a deviation with a comment explaining the rationale for the deviation.

**I. SITE DESIGN GUIDELINES**

**A. BUILDING ORIENTATION**

- Building orientation and positioning of other elements on a site (e.g., entrances, parking lots, and driveways) shall be planned to assure a viable, safe, and attractive site design. Site planning considers how the various components of a development (e.g., buildings, circulation, parking, open space, etc.) relate to adjacent streets and existing development, and how the various components relate to each other within the development site.

Comments / Deviations:

Staff Comment:

**B. PARKING LOT DESIGN AND VEHICLE CIRCULATION**

- Parking areas shall provide vehicular access without compromising pedestrian accessibility and the character of the public realm.

Comments / Deviations:

Staff Comment:

**C. LANDSCAPE ELEMENTS**

- Landscaping shall be used in a variety of functions, including softening the edges of development, screening unattractive views, buffering incompatible uses, providing shade, and increasing the overall aesthetic appeal of a project.

Comments / Deviations:

Staff Comment:

**D. SCREENING AND FENCING**

- Screening and fencing play an important role in securing a site, as well as defining property boundaries. It shall be designed to project a high quality image for the area.

Comments / Deviations:

Staff Comment:

## II. ARCHITECTURAL DESIGN GUIDELINES

### E. BUILDING HEIGHT, MASSING, AND SCALE

- The architectural design of a structure shall consider many variables, from the functional use of the building, to its aesthetic design, to its “fit” within the context of existing development. Buildings shall achieve the appropriate level of design detail on all facades, and avoid blank or unarticulated facades.

Comments / Deviations:

Staff Comment:

### F. BUILDING FACADES

- Building facades shall be designed to create visually interesting buildings that offer variety in industrial and business park areas.

Comments / Deviations:

Staff Comment:

### G. ENTRY FEATURES

- Entry features of industrial and business park buildings shall be clearly visible, accessible, and designed as a significant aspect of the building’s overall composition.

Comments / Deviations:

Staff Comment:

### H. WINDOWS AND DOORS

- The proper placement and design of windows and doors shall be used to create visual interest in buildings, and contribute to the stylistic coherence of development along the street.

Comments / Deviations:

Staff Comment:

### I. COLORS AND MATERIALS

- Color shall be used in a way that complements the surrounding structures and adds to the liveliness and character of industrial and business park areas. Buildings shall be constructed of high-quality materials that will promote the longevity of the structure and provide a pleasing appearance as the materials age. Incorporate features that reduce water consumption.

Comments / Deviations:

Staff Comment:

**J. LIGHTING**

- Lighting fixtures shall be designed to complement and enhance the architectural style of the building and should be compatible with the character of the area.

Comments / Deviations:

Staff Comment:

**K. ROOF FORMS**

- Roofs shall be given design considerations and treatment equal to that of the rest of the building's "exterior" and should be integrated within the architectural theme of industrial and business park buildings. Building rooflines shall include variations to avoid long, continuous planes, demonstrating special design treatments where there is a major change in an element of a building's facade.

Comments / Deviations:

Staff Comment:

**L. SERVICE AREAS AND UTILITIES**

- Service and utility areas, including loading docks, storage areas, mechanical systems, and trash bins, shall be screened from view and integrated into the design of a project.

Comments / Deviations:

Staff Comment:

**M. CANOPIES AND AWNINGS**

- When incorporated into a building, canopies and awnings shall be made of high-quality components that complement the overall design, colors, and materials of the building.

Comments / Deviations:

Staff Comment:

**N. SIGNAGE AND GRAPHICS**

- Building identification signs and graphics shall enhance the appearance of the building and contribute to the overall character of the street, while minimizing the appearance of clutter.

Comments / Deviations:

Staff Comment:

**By signing below, the applicant certifies that this form accurately describes the proposed work.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant (Print Name)** \_\_\_\_\_

**FOR CITY STAFF USE ONLY**                      **Counter Staff (Print Name):** \_\_\_\_\_