DESIGN TOOLS

DESIGN REVIEW CHECKLIST

This following checklist may be adapted and used by City of Glendora staff and officials to conduct design reviews on proposed projects within the Route 66 Specific Plan area.

Route 66 Specific Plan Area Design Review Checklist

Checklist Prepared by:
Date Plan Received:
Date Checklist Prepared:
Date Presubmittal Conference:
Date DRC Meeting:
Project Name
Applicant
Name:
Address:
Phone:
Property Owner
Name:
Address:
Phone:
Planner or Architect
Name:
Address:
Phone:
A. LAND USE
1. Present Land Use: Designation on Property: _____ Overlay Districts: ___
2. Proposed Land Use:
3. Land Use Consistency – Proposed use(s) conform to permitted uses _____Yes ____No
Comments:

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
B. SITE DESIGN				
1. Height & Setbacks – Building setback and height standards are satisfied				
2. Appropriateness of Concept – Development concept is consistent with site location and with surrounding properties.				
3. Building Location – Buildings are located in a logical and pleasing manner on the site. Buildings are related reasonably to each other, to parking facilities, and to pedestrian areas. Siting protects pedestrian movement.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
4. View Impacts – Project is designed to respect existing views by minimizing view obstruction and mitigating disruptive visual impacts of large building masses.				
5. Buffering – Trash areas, loading docks, storage areas, service areas, transformer vaults, etc., are located and screened so as to minimize visibility from streets and from building entries.				
6. Exterior Lighting – Exterior lighting design is unobtrusive, integrated with the project concept, and of low profile.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
7. Parking – All parking space and space size requirements are satisfied. All interior and boundary parking area landscaping requirements are satisfied.				
a. Parking areas are located and designed to minimize visibility from streets and to minimize visual detraction from new buildings.				
b. Parking areas are designed to provide good internal circulation, street access, and proximity of spaces to building entrances.				
c. Vehicular entry points to parking lots have received special paving accents where the drive crosses the public sidewalk.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
d. Applicant has demonstrated an attempt to share entry and/or parking with an adjacent property.				
C. BUILDING ARCHITECTURE				
1. Building Form and Scale – Architectural concept is consistent with the predominant scale of adjacent buildings.				
2. Facade Proportion – The visual composition of the facade respects the general proportion (height to width) of existing facades on the street.				
3. 360° Architecture – Architectural details are provided on all elevations.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
4. Consistency of Elevation – Design of walls, doors, and windows are consistent in styling materials, colors, and detailing on all elevations.				
5. Articulation – The architectural concept avoids large unbroken wall surfaces.				
6. Roof – The roof form is designed in conjunction with its mass and facade, so that the building and its roof form a compatible building composition within the District.				
7. Rear Entry – Appropriate identification signage and architectural detail has been provided on the rear facade.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
D. STOREFRONT DESIGN				
1. Storefront Components – The storefront design maintains typical elements such as bulkheads, doors, display windows, awnings, or canopies that are appropriate to the proposed style/theme.				
2. Wall to Opening Ratio – The storefront architectural concept maintains an appropriate wall to window ratio.				
3. Storefront Accessories – All mechanical appurtenances are concealed.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
4. Awnings – Awning design and color respects the scale, proportion, rhythm, and style of the building's architecture.				
5. Sign Placement – The storefront design provides a logical space for placement of a sign and building address.				
E. SIGNS				
1. Sign Type – Selected sign type is consistent with other signs on adjacent buildings or storefronts, and meets all applicable codes or approved sign program.				
2. Location – Sign location on building is consistent with architectural style and other design standards.				

	Follows Design Guidelines	Changes Recommended	Not Applicable	Remarks
3. Legibility – A simple typeface is utilized while color, illumination, and letter size are appropriate to the building architecture and scale.				
4. Illumination - The sign is properly lighted and does not allow glare to spill beyond the sign face.				
5. Safety – Placement of sign does not pose a safety hazard for motorists or pedestrians.				