



# Design Review Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 For a complete list of required guidelines, refer to Section 1107.17 of the City Code for standards applicable to Highway Commercial and Industrial and Section 1107.22 of the Code for Downtown

Applicant Check-in		City Check-in
	<p><b>Electronic file(s) and printed copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. Written request describing and defining the proposed activity, design, materials, color palette to be employed, and how what is proposed relates to required design guidelines.</li> <li>2. If a site plan is required for the proposed project, a copy of the site plan.</li> <li>3. Color renderings, color samples, exterior material samples, and the like suitable to provide the Design Committee with an understanding of the materials, colors, textures, fabrics, etc. proposed.</li> <li>4. For signage, an illustration, to scale depicting how the volume of proposed signage and location relates to the wall, window, or door to which it is to be affixed. If freestanding signage is proposed a scaled illustration providing a perspective of how the proposed signage will be placed on and relate to landscape, lot, and/or structures.</li> <li>5. Proof of ownership of property or signature of property owner on the application.</li> </ol>	
	<p><b>Substantial Projects (please contact the Community Development Director to determine if your project is a <i>substantial</i> project) must complete analysis on Page 2.</b></p>	
	<p><b>Permit application fee: \$40.00</b></p>	
	<p><b>Completed application form</b></p>	
	<p><b>Other (if applicable)</b></p>	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT

## DESIGN COMMITTEE CONSIDERATIONS/REVIEW OF PROJECT

### **ARCHITECTS DESIGNING 'SUBSTANTIAL PROJECTS' ARE REQUIRED TO SUBMIT A NARRATIVE DEMONSTRATING THE FOLLOWING DESIGN PRINCIPLES ARE REFLECTED THE PROJECT/DEVELOPMENT**

#### 1. REGIONALISM:

*The Design Committee expects architecture (a) will be regionally appropriate, (b) will make sense for Minnesota's climate, (c) will be considerate of available local and sustainable materials; and (d) will respect local history.*

- Tell us how historic building materials traditionally used in the Belle Plaine area influenced the design (brick, wood, stone) and how significant or historic building types in Belle Plaine should and did influence the design.

#### 2. CONTEXT:

*The Design Committee expects the architect will look beyond the building site and take in the larger picture, including: adjacent buildings, pedestrian access, roads, regional issues, and environmental effects to building sustainability and how the building will age over time.*

- Tell us how traffic affected the design – noise, car lights, access, pollution, congestion.
- Tell us if/how topography and/or water influences the site and design; tell us how those factors are accommodated in the design.
- Identify what positive features/clues you are borrowing from neighboring buildings and why those are important. Tell us what, if any, surrounding features can be ignored and why.
- Tell us about any significant views from the site and how the design acknowledges those views. Identify whether or not the proposed building is blocking views from other buildings.

#### 3. SCALE & MASS:

*The Design Committee expects the architect will consider the physical relationship of the proposed structure(s) to pedestrians and nearby buildings. The Design Committee expects the architect will consider how the proposed building scale compares with the surrounding buildings (higher, longer, shorter). The Design Committee expects architects proposing scales substantially different from surrounding buildings will employ strategies to reduce the impact (color, massing, composition). The Design Committee expects architects designing isolated object buildings (big box, high rise, etc) will employ massing strategies (carving) to affect scale at the pedestrian level and the distant view.*

- Illustrate visually how/ why you think the design scale and mass works with respect to adjacent buildings, pedestrians at the street level, and the distant panoramic view.

#### 4. COMPOSITION:

*The Design Committee expects the architect will thoughtfully consider arrangement of surfaces and shapes. The Design Committee expects sensible and clear, confident composition of the building's base, middle, and top. The Design Committee values simplicity and common sense in building elements (columns, arches, canopies, roof forms, dormers, banding, striping, brick patterns, windows, awnings, balconies, etc). Alignment of elements should be logical (not random) and proportionally correct.*

- If the building is abstract, tell us why you decided the building should be abstract. Tell us why you chose the forms and materials (description and number).
- If the building is symmetrical tell us how your design ensures it doesn't appear too rigid or massive.

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### 5. HIERARCHY:

*The Design Committee expects the architect will purposefully place appropriate visual emphasis on specific building elements. The Design Committee expects the architect will consider what elements are intended to dominate and why. The Design Committee expects main entries to be carefully designed. The Design Committee expects sign sizing to be appropriate. The Design Committee expects large blank surfaces to recede rather than dominate the design.*

- Tell us why/how you chose which elements dominate the design and why they are appropriate.
- Tell us how you arrived at sign sizing and why you feel it's appropriate and not too small or too dominant.

### 6. COLOR:

*The Design Committee expects colors will be carefully chosen based on regional characteristics, how colors affect adjacent buildings, Belle Plaine's historic building palettes, and the fact dark colors recede and bright colors dominate. The Design Committee highly values classic or traditional color palettes to trendy palettes. The Design Committee expects the paint scheme will compliment and not confuse the design.*

- Tell us why you chose your palette of colors.
- Consideration of using bright colors as accents versus dominating the design is expected. If the color palette is aggressive or multi colored tell us why that is appropriate.

### 7. TRANSFORMATION:

*The Design Committee expects the architect will consider the building's next life including how well the building will adapt to changing tenants, how durable building materials will be, and if it is a 'brand' building what impact the brand design will have on its intended lifespan.*

- Tell us what measures you have taken to ensure the building will be sustainable and timeless in occupancy.

### 8. SIMPLICITY:

*The Design Committee highly values clear, confident, and calm design. The Design Committee highly discourages multiple shapes and forms resulting in a chaotic visual presentation. The Design Committee discourages random decorations and faux elements.*

- Tell us about the idea or concept behind your design; tell us how the architecture reinforces this concept or idea.
- If you have employed random decorations or faux elements tell us why the building will suffer without these features.
- If you have employed multiple shapes or forms explain how you have provided clarity in the complexity and discourage visual chaos.