



Ocean Springs Planning Commission  
PO Box 1800  
Ocean Springs, MS 39564  
228-875-6712 (Phone) 228-872-5427 (fax)

<b>Office Use</b>	
Date Received _____	
Received by _____	
App Fee Paid \$ _____	Chk or CC ?
	Chk # _____

### DESIGN REVIEW APPLICATION

➤ **Indicate Project Type:** Commercial \_\_\_\_\_ Multi-Family Residential \_\_\_\_\_

Required for: 1) All new commercial or multi-family residential building and 2) additions/alterations to buildings of at least 50% of existing footprint or value of building.

**Please reference Ordinance 19-2006 for detailed requirements and design review checklists. The City Planning Department can provide this document upon request. Design Review application and plans are for the Design Review process only. Building permit applications must be made separately.**

Effective July 18, 2006, the following application fees apply: *Design Review*

- First review & one (1) follow up review \$0
- Third review & all subsequent reviews \$250 each      *Application Fee (if applicable):* \_\_\_\_\_

.....  
**Application Date:** \_\_\_\_\_

Name of Project: _____
Address of Parcel(s): _____
Parcel ID(s): _____

#### Applicant Information

1. Applicant: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
2. Local Agent: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
3. Owner of Record: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
4. Engineer: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
5. Land Surveyor: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
6. Attorney: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

#### Property Information

1. Tax Map Designation: Section \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_
2. Property Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(direction) (street)

3. Zoning of Lot(s) \_\_\_\_\_
5. Total acreage of lot \_\_\_\_\_
6. Is the property located within a special district? (historic district, waterview preservation district, etc.)  
\_\_\_\_\_
7. Are there any easements or other legal restrictions on the property? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_
8. Are there any existing structures on the property? If so, will they be kept or demolished? \_\_\_\_\_  
\_\_\_\_\_

**Proposed Project Information**

1. Is this a renovation or new construction? \_\_\_\_\_
2. Total acreage of land disturbing activity: \_\_\_\_\_
3. Is project construction to be phased over an extended period? If so, please provide details here and in plan set.  
\_\_\_\_\_
4. Are any variances being requested for the project as part of this application? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_
5. Have there been any variances, exceptions, appeals or special uses previously granted for any properties in this request? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain and state the date(s) it was approved:  
\_\_\_\_\_  
\_\_\_\_\_

**Property Ownership**

1. Are any adjacent parcels under the same ownership as the subject parcel? \_\_\_\_\_  
If so, list PID number(s): \_\_\_\_\_

**Submittal Requirements** (*Design Review - Commercial or Multi-Family*) The following must be included for a complete application package:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Application Fee (only for 3<sup>rd</sup> and subsequent reviews)
- \_\_\_\_\_ Plan Set (one full-size, one 11x17, one electronic PDF)
- \_\_\_\_\_ Engineering Calculations, see below
- \_\_\_\_\_ Parking Analysis (# existing and # required with new development)
- \_\_\_\_\_ List of any Energy Star qualified products
- \_\_\_\_\_ If land disturbance activity is 1<5 acres, submit Notice of Intent (NOI), Small Construction Permit and Stormwater Pollution Prevention Plan (SWPPP) to City.
- \_\_\_\_\_ If land disturbance activity is >5 acres, submit Notice of Intent (NOI), Large Construction Permit and Stormwater Pollution Prevention Plan (SWPPP) to City and MDEQ.
- \_\_\_\_\_ Evidence of ownership (most recent tax statement, deed, affidavit of ownership etc.)
- \_\_\_\_\_ Signed Stormwater Erosion Control Agreement (see attached)
- \_\_\_\_\_ Wetland permit, if applicable

**Design Review Plan Requirements:** The following informational list includes all elements of the plan that will be reviewed for compliance and considered for optional design points:

- \_\_\_\_\_ Plan Set (one full-size, one 11x17, one electronic PDF), including but not limited to:
  - \_\_\_\_\_ Vicinity Map
  - \_\_\_\_\_ Site Plan
  - \_\_\_\_\_ Exterior Lighting Plan
  - \_\_\_\_\_ Landscaping Plan
  - \_\_\_\_\_ Erosion Control Plan
  - \_\_\_\_\_ Architectural Plans including: building form/materials, with details on colors, doors/windows, shutters, roof style/material/color, glazing
  - \_\_\_\_\_ Elevation views of buildings, with color designations and color samples
  - \_\_\_\_\_ Drainage, including retention ponds, if necessary
  - \_\_\_\_\_ Grading, including use of removed topsoil
- \_\_\_\_\_ Date, north arrow, scale and name of project
- \_\_\_\_\_ Parcel ID number(s), lot and block numbers
- \_\_\_\_\_ Name and address of owner(s)
- \_\_\_\_\_ Names and addresses of all abutting property owners, as shown on tax records
- \_\_\_\_\_ Lot lines, lot dimensions, total lot areas and setbacks of subject property
- \_\_\_\_\_ Relationship of project to surrounding road system
- \_\_\_\_\_ Location and dimensions of watercourses, wetlands, drains, utilities, railroads, water and sewer lines, bridges, culverts (location/size) and other important features.
- \_\_\_\_\_ Zones of all parcels
- \_\_\_\_\_ Existing and proposed driveway(s), roads, road easements/rights-of-way, and utility easements with dimensions, curb cuts, curb radii
- \_\_\_\_\_ Parking: location, size, surface material, and analysis of required amount based on City zoning ordinance (Article VI, Section 604)
- \_\_\_\_\_ Street names
- \_\_\_\_\_ Proposed utilities (sewer, gas, water, telephone, cable television, electric): location and size; location of manholes, valves, hydrants, transformers, junction boxes; location of street lights and connections to existing system
- \_\_\_\_\_ Proposed garbage collection area with design details (screening, pad, approach, etc.)
- \_\_\_\_\_ Signage: size, location, materials and orientation of all exterior signs
- \_\_\_\_\_ Lighting: location, height, and type of all exterior lighting
- \_\_\_\_\_ Screening: location, area, type and dimensions of screening for all exterior trash/recyclables collection and mechanical/communication units
- \_\_\_\_\_ Location of any existing structures on the lots, with nature, location and dimensions
- \_\_\_\_\_ Location and type of any protected and unprotected trees (with caliper, if 5.75" or greater) and proposed landscaping
- \_\_\_\_\_ Location/size of proposed permanent common fixtures (signs, monuments, plantings, walls, fences, etc.)
- \_\_\_\_\_ Location of all proposed and existing sidewalks/crosswalks with dimensions and materials
- \_\_\_\_\_ Areas that may be reserved for parks, conservation or open space, with dimensions
- \_\_\_\_\_ Future phases with general layout, if applicable
- \_\_\_\_\_ FEMA flood zone designations, base flood elevations and any areas within proposed subdivision subject to inundation by stormwater; plans to show proposal to eliminate ponding
- \_\_\_\_\_ Site preparation: grading, erosion control, vegetated buffer areas
- \_\_\_\_\_ Stormwater Pollution Prevention Plan (SWPPP)
- \_\_\_\_\_ Name, signature and seal of licensed design professional who prepared drawings

*Engineering Calculations*

- \_\_\_\_\_ Stormwater calculations (drainage and retention), if applicable
- \_\_\_\_\_ Retaining wall calculations, if applicable
- \_\_\_\_\_ Amount of impervious surface on property

**Note:**

1. Neither a building permit nor a use and occupancy permit can be issued for the construction until the development plan has met the mandatory and points-based requirements of the Design Review Ordinance (#19-2006).

**Next Steps**

Once the application is received (with all attachments), the Planning Department will distribute the plans for review to Public Works, Engineering, Planning and Building Departments. An initial review will occur, with comments submitted back to the applicant. A follow-up review will be conducted when the initial comments are incorporated and plans are resubmitted. If a third review is required, the applicant is required to pay a \$250 fee to the City.

*After design review approval, but before construction, the following must occur:*

- Building permit application to be submitted and reviewed/approved by City.
- Approval from Jackson County Utility Authority must be received.

*After building permit approval and completion of construction, the following must occur:*

- Developer to submit as built plans to City.

---

***Office Use Only:***

_____ Approval by Public Works	Date: _____
_____ Approval by City Engineer	Date: _____
_____ Approval by Stormwater Manager	Date: _____
_____ Approval by Planning Department	Date: _____
_____ Approval by Engineering	Date: _____

**Affidavit of Ownership**

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Records of Deeds (Chancery Clerk) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

I, (print name) \_\_\_\_\_, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the original parcel(s).

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: \_\_\_\_\_

Parcel ID(s): \_\_\_\_\_

Date Property Acquired Date: \_\_\_\_\_

Book and Page of Each Conveyance: \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_.

My commission expires

\_\_\_\_\_

**STORMWATER EROSION CONTROL AGREEMENT**

This regulation is to prevent introduction of pollutants that may potentially enter the City Drainage System (CDS) or waterways. The following practices are the minimum requirements for construction sites that involve disturbance of the natural earth. No owner or their agent of any parcel of land or property, whether with or without a structure thereupon, shall permit the erosion or escape of soil, sand, gravel or similar material from said parcel onto any adjoining property, public street or into any drainage channel that receives rainwater runoff from said parcel in such quantities as to harm said adjoining property, public street, drainage channel, or stormwater drainage system. In the development or use of any site, the owner or their agents shall not construct or conduct any activity so as to cause the discharge of rainwater runoff in such a manner as to cause erosion or to increase blockage of any channel or storm drainage system. This includes both pre-construction and post-construction.

Minimum requirements for construction sites with land disturbance:

1. Storm control measures shall be installed at the onset of construction.
2. These measures shall capture sediment prior to it leaving the property.
3. Silt fencing is a last line control measure and should be maintained continuously.
4. Temporary and/or permanent revegetation of bare ground must be utilized in order to stabilize disturbed soil at the earliest practicable date.
5. Steep slopes require Hydro seeding/sod and/or the installation of erosion control mat.
6. Construction of on-site stormwater retention should function as temporary sedimentation retention until permanent revegetation of the subject tract is accomplished.
7. Other measures may be necessary to control erosion and sedimentation on a site-by-site basis.

During the construction, if at any time, these measures are not in compliance, the building department will issue a stop work order until the site is in compliance.

**Requirements from the Ocean Springs Stormwater Ordinance:**

0<0.9 acre of land disturbed: No permit or SWPPP currently required unless the disturbance is part of a Larger Common Plan of Development or Sale. A SWPPP may be requested or required if there are complaints or nuisance conditions.

1<5 acres of land disturbed: Permit required from City of Ocean Springs Code Enforcement Office. A Small Construction Notice of Intent (NOI) and SWPPP must be submitted to the Planning Department.

Above 5 acres: Permit required from the City and MDEQ. A SWPPP must be submitted to the City and a Large Construction NOI and SWPPP should also be submitted to MDEQ.

I certify under penalty of law that I understand the terms and conditions of the Mississippi Department of Environmental Quality’s Large Construction and Small Construction General Permits. I also certify that I have received stormwater related education materials for construction activities from the City of Ocean Springs (materials included Small Construction General Permit; Large Construction General Permit; the *Planning and Design Manual for the Control of Erosion, Sediment, and Stormwater*; Ocean Springs’ ordinance for Stormwater Runoff; Illicit Discharges and Illegal Connections). I will implement, install and properly maintain erosion and sediment controls at any site with land disturbance greater than 1 acre. I understand that failure to reasonably control sediment from land disturbing activities is considered a violation of City Ordinance, MDEQ’s general permits, and the Clean Water Act and can result in suspension of work and monetary fines.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**CITY OF OCEAN SPRINGS**  
**DESIGN REVIEW REQUIREMENTS**  
*SITE AND BUILDING*

**MANDATORY ELEMENTS** – The following items are **MANDATORY** and **must** be addressed in submitted plans if applicable:

**SITE:**

**1. Site Preparation:**

- Grading addressed
- Erosion Control Plan Included
- Topsoil retained on site
- 6” and larger caliper trees identified with species noted
- Identify areas of natural vegetation to be retained
- Identify existing conditions including: property lines, fencerows, drainage ways, etc.

**2. Storm Water Drainage:**

- Retention/Detention Facilities Provided
- Wetlands Maintained
- Storm water entry and discharge points maintained and protected from erosion
- Banks of surface drainage ditch, creek, or riverbed

**3. Floodplain:**

- All buildings **SHALL CONFORM** to the Ocean Springs Flood Damage Prevention Ordinance and the Ocean Springs Community Flood Plain Maps

**4. Sight/Vision Triangle:**

- Addressed at corner lots, entry points of a private driveway or street to a public street

**5. Off-Site Improvements:**

- Off-site improvements addressed - responsibility of applicant

**6. Utilities:**

- All utilities and services located underground

**7. Engineering Plans:** All grading, drainage, and engineering plans will be reviewed for approval by City Engineer

**8. Landscape Plans:** Location and dimensions of all landscape areas, common open space areas, and buffer yard areas, including the location, number, type, and size of all landscaping materials, as well as any other proposed amenities. *Approved Plant List Attached – Appendix A*

**PARKING AND TRAFFIC CIRCULATION:**

**1. Curb Cuts:**

- Located a minimum of 75 feet or more from the end of the corner radius
- Joint shared curb cut or located 10 feet from property line
- Located directly opposite from curb cut on other side of street or offset 150’
- Parking spaces do not conflict with entering or exiting traffic

**2. Entrances and Exits:**

- Defined entrance and exit
- Unlimited access prohibited

**3. Minimal Entrance/Exit Widths:**

- Residential: 10' at right-of-way / 14' at curb line
- Commercial: One-way – 14' at right-of-way / 28' at curb line
- Industrial: Accepted standard for the proposed use

**4. Curb Radii:**

- Minor Streets: 15' at street right-of-way intersection / 25' at back of curb or edge of pavement
- Arterial or Collector Streets: As approved by the City Engineer

**5. Number of Curb Cuts:**

- Maximum of one curb cut for every 100' of street frontage

**6. Parking and Loading Areas:**

- Parking and loading areas of hard surfaced or asphalt
- All parking located on-site, no off-site parking
- Minimum number of parking spaces provided per adopted Zoning Code
- No parking spaces backing directly into the street
- Parking stall width and depth, as well as traffic aisle width, meet minimum requirements

**7. Lighting:**

- Lighting Plan submitted to include location of each pole and fixture, ground-mounted lights (flood, uplights, etc.) and exterior building lights.
- All entrances and exits to buildings and parking areas to be lighted
- Lighting fixtures no more than 15' tall pole (except in industrial zones)
- All luminaries have a cut-off value of 90%
- No direct or reflected light or glare to adjacent residential properties
- No direct or reflect light interfering with traffic on adjacent streets
- No blinking, flashing, or fluttering lights
- All luminaries shall be high pressure sodium, metal halide, or LED fixtures
- Lighting fixtures shall be compatible with architecture of their associated buildings

**8. Fire Lanes:**

- Building 35' or less in height – 150' or more from the nearest street
- Building more than 35' tall – 50' or more from the nearest street
- Fire lane otherwise required by Fire Chief

**9. Rear Access to Buildings:**

- Vehicular access provided along the rear of all buildings

**10. Curbing and Wheel Stops:**

- Concrete curb provided around all parking and loading areas
- Wheel stops provided all at landscaped areas where parked cars may encroach

**11. Sidewalks:**

- Minor and Collector Streets – 5' wide sidewalks provided along the street frontage of all streets
- Arterial Streets – sidewalks provided along all street frontage at a width approved by the City Engineer



- ADA compliant access ramps provided as needed
- Crosswalks provided as needed

**12. Street Signs and Traffic Control Devices:**

- Street signs, traffic regulatory signs, and traffic control devices provided as required by the City Engineer

**BUILDING FORM AND MATERIALS:**

**1. Building Form:**

- Multi-family Structures: designed to be compatible with the character of single-family residences
- Commercial and Office Structures: designed to be compatible with single-family residences where directly adjacent to residential zones
- Individual structure on a single lot: oriented parallel to the street
- Office or Commercial complexes clustered to create plazas or pedestrian mall areas
- Office or Commercial complexes link building pads with pedestrian ways
- Materials and colors included in the primary elevation must continue on sides and rear of the building
- No “stage front” facades

**2. Building Setbacks:**

- Building setbacks comply with the requirements of the currently adopted Zoning Code

**3. Building Height:**

- Building height complies with the requirements of the currently adopted Zoning Code

**4. Garbage Collection Areas:**

- Dumpster located on a concrete pad
- The approach to the dumpster is paved with heavy-duty cement or asphalt
- The screening for the dumpster is at least 2’ taller than the dumpster and constructed of material consistent with the primary building
- Dumpster area must include a gate for
- Compaction units provide floor drain to the sanitary sewer

**5. Parking Areas:**

- 3’ tall opaque barrier provided where parking adjoins public streets in accordance with Ordinance standards

**6. Wall and Fence Standards:**

- Minimum height of all fences and walls – 6’; except within front yard areas where they shall not exceed 3’ in height
- Walls and fences do not impede or divert the flow of storm water
- Walls and fences do not block access to any above ground, pad-mounted transformers, and provides minimum clear access to the transformer doors
- Fences over 80’ in length have at least 50% of the length setback 6’ with evergreen plantings within the setback area

**7. Retaining Walls:**

- Construction plan stamped by civil engineer
- Retaining wall 3’ or less in height constructed of split-face concrete block, or poured in place concrete with a decorative face

**OPTIONAL PROVISIONS:** The application will be reviewed by the following “cafeteria-style” list and *assigned points by the City* during staff review. **MINIMUM Points Required: 300**

**THE SITE:**

1. **Location:** Located in Central Business District (CBD) – 30 points
2. **Impervious Surface:** Points given for ratio of pervious to impervious surfaces on the following scale:
  - ▶ < 50 % impervious surface – 30 points
  - ▶ 50% - 65 % impervious surface – 20 points
  - ▶ 66% - 75 % impervious surface – 10 points
  - ▶ 76% - 100% impervious surface – 0 points
3. **Use of pervious surfaces for parking and driveway** – 30 points
4. **Design of Retention Pond** (subtract 10 points from minimum requirement if not applicable)
  - ▶ Retention pond function accomplished with subsurface storage underneath parking area – 30 points
  - ▶ Retention ponds include design elements such as fountains, waterfalls, aeration, or similar features – 15 points
  - ▶ Piers, bridges, benches, or other access elements to pond – 10 to 15 points

**PARKING / TRAFFIC (subtract 30 points from total if parking is exempt)**

1. **Parking Areas Location:**
  - ▶ All parking spaces located in rear – 30 points
  - ▶ Parking in side and rear. Side parking shall not be located within front yard setback or beyond front building line. (Maximum 50% of parking to be in side yard to receive points) – 20 points
  - ▶ Parking in side and rear. Side parking shall not be located within front yard setback or beyond front building line. (Minimum 50% of parking to be in side yard to receive points) – 10 points
  - ▶ Parking areas organized as a series of small parking bays with landscaped islands separating them – 20 points
  - ▶ Parking located in front and sides of building – 0 points
2. **Shared Parking Areas:**
  - ▶ Parking is shared among adjacent or nearby sites – 10 points
3. **Parking Light Fixtures:**
  - ▶ Exterior light source(s) properly shielded to mitigate light pollution – 10 points
4. **Pedestrian Circulation:**
  - ▶ 6’ wide sidewalk with 3’ landscaping strip along entire length (dimensional standards per Administrative Official’s discretion in CBD) – 30 points
  - ▶ 6’ wide sidewalk from street to main entry with landscaping along more than 50 percent of its length – 20 points
  - ▶ 6’ wide sidewalk from street to main entry with landscaping along 10% - 50% of its length – 10 points
5. **Private Sidewalk Materials:**
  - ▶ Brick pavers, tile, or stone – 20 points
  - ▶ Stamped or washed concrete – 15 Points
  - \* *Asphalt, cinders, crushed limestone, or no walkway provided is strictly prohibited.*

**6. Bicycles:**

- ▶ Minimum of two (2) bicycle parking facilities conveniently located to building entrance that do not interfere with pedestrian accessibility – 10 points

**7. Outdoor Furniture:**

- ▶ Outdoor seating or dining areas visible from right-of-way – 10 points

**8. Transit**

- ▶ Bus shelter provided along CTA bus route – 20 points

**BUILDING FORM / MATERIALS**

**1. Building Height and Use:**

- ▶ Two (2) or more story building with commercial on ground floor and residential above – 30 points
- ▶ Two (2) or more story commercial building – 20 points
- ▶ Varied massing of building clusters – 20 points

**2. Exterior Surface Material:**

- ▶ 100% brick, cementitious stucco, wooden lap, fiber cement siding, and stone – 30 points
- ▶ 75% brick, cementitious stucco, wooden lap, “Split-faced” concrete block, integrally colored masonry, vertical board and batten, and stone – 20 points
- ▶ 50% brick, cementitious stucco, wood simulated materials, clear or neutral tint curtain wall, pre-cast concrete panels with decorative face, and EIFS – 10 points
- ▶ Vinyl and metal siding – 0 points

*\* EIFS may only be used in areas not accessible to either pedestrian or vehicular traffic*

*\* Vinyl siding prohibited for multifamily structures.*

*\* The use of flat-faced concrete block, mirror glass curtain wall, exposed steel, or other metal is subject to review by the Administrative Official.*

**3. Color of Predominate Exterior Surface Material:**

- ▶ White, off-white, cream, dark subdued green, earth tones, pastels of earth tones, including rose, and terra cotta – 30 points
- ▶ Pastels of non-earth tone hues, such as blues, yellows, greens, and grayish greens – 30 points
- ▶ Flat matte finish of primary colors – 10 points
- ▶ Varying, yet compatible, color schemes for multifamily developments with more than fifty (50) units – 10 points

*\* Use of following colors is strictly prohibited on the predominate exterior surface material: high intensity colors, metallic colors, gloss colors, finish primary colors, fluorescent, and full chroma colors.*

*\* The use of uncolored pre-cast concrete panelshot “tilt-up” slabs is prohibited.*

**4. Exterior Surface Design:**

- ▶ Wall surfaces appear monolithic with at least 75% of the total wall area in one material and color – 10 points
- ▶ Wall surfaces do not meet the criteria set forth above – 0 points
- ▶ All loading docks, overhead doors, and truck parking are positioned on the subject property so as not to be visible from the public street – 10 points
- ▶ Building design does not meet the criteria set forth above or does not incorporate loading docks or overhead doors – 0 points

**5. Doors and Windows:**

- ▶ 100% of doors, windows, and glazed surfaces, with the exception of steel fire doors on the rear elevation of the building, have one or more of the following – 10 points each:
  - a. Frames recessed a minimum of four (4) inches
  - b. Encased with trim
  - c. Have divided lights
  - d. Have exposed or otherwise articulated lintels
- ▶ > 50% of the doors, windows and glazed surfaces have one or more of the above referenced elements – 5 points each
- ▶ < 50% of the doors, windows, and glazed surfaces meet the requirements as set forth above – 0 points

**6. Shutters:**

- ▶ 100% of the windows have operable shutters – 20 points
- ▶ > 50 percent of the windows have operable shutters – 10 points
- ▶ 25% - 50% of the windows have operable shutters – 5 points
- ▶ < 25% of the windows meet the requirements as set forth above – 0 points

**7. Glazing**

- ▶ All glazing is clear, tinted neutral gray, leaded, frosted, or decorative glass – 10 points
- ▶ Any use of colored glazing – 0 points

**8. Architectural Features:**

- ▶ Use of arches for > 50% of all doorways, windows, and portals – 10 points
- ▶ Use of decorative trim around the entire roof perimeter, all doors, windows, and signs – 10 points
- ▶ Decorative gates, fencing, windows, and railings – 10 points
- ▶ Architectural decorative accents, portal windows, stained glass, carved stone canthers, or plaster – 10 points
- ▶ Decorative use of brick, stucco, or stone accents around walls, columns, roof lines, doors and windows, including crown molding – 10 points
- ▶ Decorative columns for support along front building façade – 10 points
- ▶ Decorative towers, bell towers, cupolas, minarets, commercial balconies and porches, and courtyards – 20 points
- ▶ Use of dormers in roof design – 10 points
- ▶ Use of antique, pierced, ceramic, metal, or other decorative lighting fixture when compatible – 10 points

**9. Porches and Balconies, Multifamily:**

- ▶ Porch or Balcony visible from ROW or parking area, minimum 48 s.f – 15 points
  - ▶ Porch or Balcony visible from ROW or parking area, minimum 30 s.f – 5 points
- \* For multifamily developments, more than 50 percent of all units shall include a porch or balcony.*

**10. Roof Standards Materials:**

- ▶ Enameled standing seam metal, flat tiles of concrete or clay, copper metal – 15 points
  - ▶ Wood textured composition or architectural shingles – 10 points
- \* The use of plastic, fiberglass, other metal or glass visible to public view is strictly prohibited.*

### **11. Roof Standards Design:**

- ▶ Parapet roof (if no points provided for roof color) – 20 points
- ▶ Gabled or hip roof with a minimum 6/12 pitch or a parapet – 15 points
- ▶ Gabled or hip roof with a minimum 4/12 pitch or true mansard – 5 points
- ▶ Roof styles not included above – 0 points

### **12. Roof Color:**

- ▶ Browns, earth tones, copper metal, light grays and blues, dark subdued green, hunter green, and terra cotta – 15 points
- ▶ Low intensity flat colors – 5 points
- ▶ White – 0 points

*\* The use of bright, high intensity colors is strictly prohibited. All other colors not listed above are subject to review by the Administrative Official.*

## **LANDSCAPING**

- ▶ 10 points for every existing tree 5.75 inches or more in caliper, preserved on the site (maximum 20 points)
- ▶ 5 points for every existing tree 5.75 inches or more in caliper, replaced by new trees of the same size or in an appropriate multiple (maximum 10 points)

*\* In each case, whether maintaining or replacing existing trees, such trees shall be **in addition to** the other landscaping requirements of this Ordinance, and shall not be double-counted.*

## **SCREENING**

- ▶ Mechanical units, HVAC, communications, meters, and service equipment, including satellite dishes and vent pipes are totally screened from public view by parapets or wall – 10 points
- ▶ All building mounted equipment set forth above is either screened from public view or is painted to visually match adjacent surfaces – 5 points

## **ENERGY / ENVIRONMENT**

- ▶ LEED certification – 50 points
- ▶ Rain Garden installation – 1 point / 100 square feet (maximum 20 points)
- ▶ Green Roof installation – 2 points / 100 square feet (maximum 40 points)
- ▶ Use of Energy Star qualified products – 5 to 20 points
- ▶ Use of solar panels – 5 points / KWH per day of generation potential (maximum 50 points)

## **TRANSITIONAL USES AND DESIGN**

- ▶ Project is designed in a manner to promote pedestrian activity and other aspects of good urban design. Includes design that is sensitive to adjacent properties in placement of parking, scale, mass, and design – 20 points
- ▶ Project features a functional urban park – 30 points
- ▶ Project features a piece of public art – 15 points