DEL PASO HEIGHTS
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.

SECTION 1: SINGLE-FAMILY RESIDENTIAL
A. SITE DESIGN

   1. Setbacks and Orientation
     ☐ The front setback and the placement of the home on the lot should correspond to the prevailing setbacks of other homes on the block to create a consistent appearance along the street.

     Comments / Deviations:

     Staff comment:

   2. Scale and Mass
     ☐ An infill home should be compatible with the overall scale and mass of other homes on the block. An addition to an existing home should be compatible with the scale and mass of the existing home, as well as with the scale and mass of other homes on the block.

     Comments / Deviations:

     Staff comment:

   3. Number of Stories
     ☐ Two-story homes are acceptable in areas where one-story homes predominate, but they should be designed to minimize the appearance of mass of the second story.

     Comments / Deviations:

     Staff comment:

   4. Garages
     ☐ The garage should be placed at the side or rear of the home to minimize its visibility from the street.

     Comments / Deviations:

     Staff comment:

5. Parking and Driveway Location

☐ On-site parking should be located at the side or rear of the lot, whenever feasible, to minimize parking along the facade facing the street and afford an unobstructed and attractive view of the home.

Comments / Deviations:

Staff comment:

B. ARCHITECTURAL ELEMENTS

1. Architectural Character and Detailing

☐ An infill home should be designed in a cohesive architectural style that complements the best examples of existing residential development on the block.

Comments / Deviations:

Staff comment:

2. Roof Styles

☐ The design of a roof on an infill home should correspond to the prevailing designs of roofs on homes in the established neighborhood context. The design of the roof on additions and renovations should correspond to the roof style and pitch of the existing structure.

Comments / Deviations:

Staff comment:

3. Entry Features

☐ Infill homes and additions to the front facade of the home should have an entry feature such as a porch or stoop that faces the street side.

Comments / Deviations:

Staff comment:

4. Doors

☐ Doors should be made of high-quality materials and include decorative elements such as raised panels, sidelights, and transoms that are appropriate to the overall design of the home.

Comments / Deviations:

Staff comment:

5. Windows

☐ Windows should be constructed of high-quality materials and designed to complement the style of the home.

Comments / Deviations:

Staff comment:

6. Siding

☐ The siding used on an infill home or addition to an existing home should be durable, consistent with the style and character of the home, and complement the siding materials used on other homes on the block.

Comments / Deviations:

Staff comment:

7. Roofing

☐ Roofing on an infill home should be durable and complement the style of the home. Roofing on an addition or renovation should be durable, and complement the roofing on the existing home.

Comments / Deviations:

Staff comment:

8. Lighting and Addresses

☐ Light fixtures should be consistent with the architectural style of the home and should provide adequate illumination of the front entry and addresses so that both are clearly visible from the street.

Comments / Deviations:

Staff comment:

C. SITE ELEMENTS

1. Landscaping

☐ Landscaping should be used on the site to positively contribute to the appearance of the home and site and to create a sense of visual continuity along the street. The front yard should be planted with landscaping materials that may include a mixture of turf, groundcover, and decorative shrubs.

Comments / Deviations:

Staff comment:

2. Irrigation

☐ Irrigation is essential to maintain the health and beauty of a home's landscaping and should be provided for all infill homes.

Comments / Deviations:

Staff comment:

3. Fencing

☐ Fencing must be of high quality materials that are consistent with the style of the home to enhance the overall character of the home and contribute to the positive appearance of the neighborhood.

Comments / Deviations:

Staff comment:

4. Paving / Hardscape Surfaces

☐ The paving materials selected should contribute to the overall appearance of the home. Impervious paving surfaces should be minimized, and limited to the driveway, walkways, and patios.

Comments / Deviations:

Staff comment:

5. Utilities and Storage Facilities

☐ The visibility of utilities and storage facilities should be minimized by placing them at the side or rear of the home and screening them from view from the street.

Comments / Deviations:

Staff comment:

6. Access Ramps

☐ Ramps that provide access to the front or side of the home should be safe, designed to match the style of the home, and constructed of durable materials that complement those used on the home.

Comments / Deviations:

Staff comment:

SECTION 2: MULTI-FAMILY RESIDENTIAL
A. SITE DESIGN

1. Relationship to the Street

☐ Multi-family structures should present a facade that encourages interaction with the street by including entry features, windows, and landscaping along the street side of the building.

Comments / Deviations:

Staff comment:

2. Setbacks

☐ Setbacks of multi-family residential structures should reflect the appropriate commercial or residential context.

Comments / Deviations:

Staff comment:

3. Interior Common Spaces

☐ Multi-family structures should provide interior common spaces that are easily accessible. Individual units adjacent to common spaces should have facades with entry features and windows that open onto those common spaces.

Comments / Deviations:

Staff comment:

4. Scale and Mass

☐ Multi-family residential structures should be consistent with the scale and mass of existing structures in the vicinity.

Comments / Deviations:

Staff comment:

5. Parking Lots

☐ Parking should be located at the rear or interior of the complex, where feasible. Parking lots that face the street or are on the side of multifamily housing should be minimized.

Comments / Deviations:

Staff comment:

B. ARCHITECTURAL ELEMENTS

1. Garages

☐ The visibility of multi-family garages from the street should be minimized. Instead, garages should be located beneath, at the side, or at the rear of multi-family structures. Garage and carport materials and architectural styles should complement the materials and styles of the primary buildings.

Comments / Deviations:

Staff comment:

2. Entry Features

☐ The principal entry to each unit should be clearly visible from the street and include a porch, stoop, or other entry feature.

Comments / Deviations:

Staff comment:

3. Lighting

☐ All common areas and accessways should be adequately lit during low-light periods. Light fixtures should complement the architectural style of the home.

Comments / Deviations:

Staff comment:

4. Signage and Addresses

☐ Entry signage should be provided at all primary access points to the complex and within the complex, as needed, to ensure wayfinding. Entry signage identifying the development and its address should be easily visible from the street to assist visitors and emergency vehicles.

Comments / Deviations:

Staff comment:

C. Site Elements

1. Landscaping

☐ Landscaping should be provided within all streetside setbacks, common areas, and parking lots to provide shade and create visually appealing exterior spaces.

Comments / Deviations:

Staff comment:

2. Irrigation

☐ An automatic irrigation system should be provided for new construction to maintain the health and positive appearance of all landscaped areas.

Comments / Deviations:

Staff comment:

3. Fencing

☐ Fencing should complement the design of the buildings and define the boundary of the complex without obstructing physical or visual access.

Comments / Deviations:

Staff comment:

4. Paving / Hardscape Surfaces

☐ Walkways and common areas should incorporate decorative paving treatments and pervious paving treatments. Parking lots should incorporate pervious paving treatments, where feasible.

Comments / Deviations:

Staff comment:

5. Services and Utilities
☐ Accessory structures, such as mailboxes and laundry rooms, should be easily accessible to residents. Service elements, such as trash enclosures and mechanical equipment, should be screened from view.

Comments / Deviations:

Staff comment:

SECTION 3: MANUFACTURED HOMES
A. Site Design
1. Setbacks, Garages, and Parking
☐ The manufactured home should reflect the architectural style and setbacks, as well as the orientation of structures and their entries of established single-family homes on the block.

Comments / Deviations:

Staff comment:

B. Architectural Elements
1. Creating an Attractive Streetside Facade
☐ The manufactured home should be selected to create an inviting front side that faces the street.

Comments / Deviations:

Staff comment:

2. Applying Site-Built Home Standards to Roof Design
☐ The pitch and style of the roof should not be flat, but should be consistent with the roof pitches and styles of the established neighborhood context.

Comments / Deviations:

Staff comment:

3. Giving an Appearance of Permanency
☐ The manufactured home should be installed on the site so as to give the appearance of a permanent home.

Comments / Deviations:

Staff comment:

4. Selecting Suitable Materials
☐ The materials used on the manufactured home should be consistent with the materials found on site-built, single-family homes in the neighborhood.

Comments / Deviations:

Staff comment:

SECTION 4: COMMERCIAL DESIGN STANDARDS AND GUIDELINES
A. SITE DESIGN
1. Building Orientation, Setbacks, and Build-to Lines
☐ Buildings shall be constructed to the front of the property line behind the sidewalk, with allowable variations in the setback to provide for café seating, plazas, and other additions to the public realm.

Comments / Deviations:

Staff comment:

2. Parking
☐ Parking areas shall provide vehicular access without compromising pedestrian accessibility and the character of the public realm on primary commercial streets. Parking lots shall be placed at the rear of the building, when feasible, to not obstruct views of the building's front facade from the street.

Comments / Deviations:

Staff comment:

B. ARCHITECURAL ELEMENTS
1. Building Height, Massing, and Scale
☐ The size and scale of commercial buildings shall be compatible with existing development in commercial districts.

Comments / Deviations:

Staff comment:

2. Building Facades
☐ Building facades shall be designed to create visually interesting buildings that offer variety along the commercial street.

Comments / Deviations:

Staff comment:

3. Additions
☐ Additions shall be consistent with the architectural style, massing, proportions, and scale of the existing building.

Comments / Deviations:

Staff comment:

4. **Roof Forms**
☐ The roof forms of new development shall reflect the rooflines of established commercial structures.

Comments / Deviations:

Staff comment:

5. **Entry Features**
☐ The entry features of commercial buildings shall be clearly visible to pedestrians, with a defined relationship to the street and sidewalk.

Comments / Deviations:

Staff comment:

6. **Windows and Doors**
☐ The proper placement and design of windows and doors shall be used to create visual interest in commercial buildings and contribute to the stylistic coherence of development along the street.

Comments / Deviations:

Staff comment:

7. **Color**
☐ Color shall be used in a way that complements the surrounding structures and adds to the liveliness and character of commercial districts.

Comments / Deviations:

Staff comment:

8. **Materials**
☐ 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.

Comments / Deviations:

Staff comment:

9. **Canopies, Awnings, and Arcades**
☐ When incorporated into a commercial building, canopies, awnings, and arcades shall be made of high-quality components that complement the overall design, colors, and materials of the building.

Comments / Deviations:

Staff comment:

10. **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:

11. **Lighting**
☐ Lighting fixtures shall be designed to complement and enhance the architectural style of the building and shall be compatible with the character of the area.

Comments / Deviations:

Staff comment:

12. **Services 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 the project.

Comments / Deviations:

Staff comment:

C. STREETSCAPE GUIDELINES
1. **Parking Lot Design**
☐ Parking lots shall be screened from the street and nearby sidewalks and provide shade to parked automobiles.

Comments / Deviations:

Staff comment:

2. **Street Trees**
☐ Street trees shall be planted on all streets to provide a visual frame to the street and shade and comfort to visitors to commercial districts.

Comments / Deviations:

Staff comment:

3. Landscape Elements
☐ Landscape elements shall be used to foster an attractive and comfortable commercial environment.

Comments / Deviations:

Staff comment:

4. Hardscape Elements and Street Furniture
☐ Hardscape elements and street furniture shall be selected and installed so as to increase opportunities for people to congregate and interact, and shall complement the surrounding architecture.

Comments / Deviations:

Staff comment:

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

Applicant's Signature: _____ **Date:** _____

Name of Planner: _____

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