



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

DESIGN REVIEW COMMISSION CHECKLIST FOR PROJECT REVIEW

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM
AND ALL MATERIAL REQUIRED FOR DESIGN REVIEW COMMISSION REVIEW**

Applications will not be accepted if all material required is not included with the submittal. Consult the DRC Manual for detailed criteria.

Please check (x) all applicable items: (See application for exact number of copies needed for submission.)

1. () Letter of Intent, outlining scope of work
2. General Design (**Information must be shown on site plan**)
 - a. () Site Layout (Typically impervious surfaces such as roofs and pavement should not cover more than 65% of the site area)
 - b. () Building Elevations (Color Renderings required)
 - c. () Exterior Materials (Natural appearing)
 1. Material
 2. Colors (Earth tones and natural materials should predominate; Primary colors, including white, should be avoided)
2. Street Improvements and Curb Cuts (**Information must be shown on site plan**)
 - a. () Curbs, gutters, sidewalks, paving, etc.
 - b. () Location and width of curb cuts as approved on site plan by Planning Commission
3. Parking Lots (**Information must be shown on site plan**)
 - a. () Traffic circulation
 - b. () Parking layout
 - c. () Landscaping in Parking Area (maximum of 10 consecutive spaces)
4. Exterior Lighting (parking lot lighting to be directed inwardly) – (**Information must be shown on plan**)
 - a. () Location
 - b. () Type (LED, Metal Halide, etc.)
 - c. () Height
 - d. () Style of fixtures
 - e. () Intensity (illumination level shall be limited to minimum necessary)
 - f. () Photometric Analysis
5. Garbage Collection Areas & Enclosures (**Information must be shown on site plan**)
 - a. () Indicate type and location (Design and materials of enclosures shall be the same as on the principal building)
 - b. () Must be properly screened (To a minimum of two (2) feet above dumpster)
6. Vents (plumbing, heating, etc. - gather together when practical and shown on plan)
() Hidden from public's view

Design Review Commission checklist

Page 2

7. Mechanical Units such as HVAC, power generators, etc (**Information must be shown on site or utility plan**)
 - a. Location
 - a. Screening required

8. Electric Meters and Connecting Conduit (**Information must be shown on site or utility plan**)
 - a. Location
 - b. Screening required

9. Landscaping (**a landscape plan is required with the information listed below shown on it**)
 - a. Street trees
 - b. Grading to save trees where possible
 - c. Screening as required
 - d. Planting in parking areas (planting islands required between each group of 10 parking spaces)
 - e. Pedestrian ways and greenstrips
 - f. Table of plants and trees sizes and quantities must be noted on plans
 - g. Maintenance Plan
 - h. Irrigation Plan

11. Signs (**A separate DRC sign application and fee is required**)*

12. Digital Plans
 All documents, including plans, shall be submitted on CD or thumb drive in PDF and/or JPEG format, suitable for inclusion in PowerPoint slides.

13. Stamped, Sealed and Dated Plans (**Information must be shown on site plan**)

14. A list of all parties' names and addresses who own at least a 10% share in subject property

15. Fee

16. Design Review Application with signatures

*** Specific sign requirements are provided in Chapter 14 (Signs) of the Germantown Code of Ordinances. Please see the DRC Permanent Sign Application Request and Checklist for detailed information for submission requirements for DRC review.**

****NO EMAIL APPLICATIONS WILL BE ACCEPTED.****