



DRP Proposed Development Checklist

Please complete and include the Project Checklist as part of the Proposed Development Application. If any of the information below changes between the original submission and the scheduled DRP meeting, please inform the Hill CDC as soon as possible and re-submit the appropriate documents.

- Project Executive Summary
- Cover Page
- Additional Information Page
- Self-Evaluation Form

A. General Information

Include any approvals you will be seeking from the City in your presentation that:

- Require a Public Hearing at the Art Commission, Historic Review Commission, Planning Commission or the **Zoning Board of Adjustment**,

AND

- meet one of the following project thresholds:
 - 2,400 sq. ft. of new or expanded structure
 - 4+ new residential units
 - New or enlarged parking area with 10+ stalls
 - **Use Variances**
 - Zoning Map Amendments
 - Project Development Plans
 - Planned Developments - PDP
 - Planned Developments - FLDP
 - Master Development Plans
 - Institutional Master Plans
 - An application to Historic Review Commission
 - An application to Art Commission

B. Development Principles

C. Non-Displacement Strategies

D. Strategies for Reclaiming the Lower Hill **(ONLY IF APPLICABLE)**

Project Narrative (no more than two pages)

Project Team Information (bios, resumes, experience)

Project Illustrations or Schematics (architectural plans and renderings)

Financial Sources/Use of funds

***Please bring 10 copies of each of the previously listed materials to the Development Review Panel meeting.**

Project Presentation Materials

If using a PowerPoint, send an electronic version to policy@hilldistrict.org beforehand 48 hours prior to meeting.