Please complete and include the Project Checklist in 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 immediately and re-submit the appropriate documents.

Include in your presentation any approvals you will be seeking 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 the Historic Review Commission
- An application to the Art and Civic Design Commission

DRP Proposed Development Checklist

☑ Project Executive Summary

☑ Self-Evaluation Form (All applicable sections marked)

☑ 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

☑ Send a PowerPoint file to policy@hilldistrict.org at least **48 hours** before the DRP Committee meeting and **one week** before the Community Meeting.