

APPENDIX A

Brooks Development Authority Architecture Control Committee Submittal Checklist for ACC Review

1. Pre-Design Discussion Requirements: Reviewed by Planning & Development Staff.

- Review Brooks Design Guidelines and Development Standards for compliance
- Review San Antonio River Authority Best Management Practices for Low Impact Development at Brooks (SARA LID BMPs) for compliance
- Meet with Planning and Development Department Staff to review preliminary design

2. Concept Development/Schematic Presentation Requirements: Reviewed by Planning & Development Staff.

- Three full-size hard copies and one digital file of the drawings and plans including:
 - o Building elevations (all), colored to indicate material and composition
 - o Floor plans (all levels) of the building(s)
- Site Plan indicating:
 - o Streets, alleys, curbs, etc.
 - o Street improvements, curbs, ramps, islands, etc.
 - o Pedestrian improvements, sidewalks, bicycle paths
 - o Existing and proposed landscape improvements/plantings/ trees
 - o Setbacks from property lines
 - o Building footprint(s)
 - o Parking spaces, including structured parking garages if applicable
 - o All fence locations existing and proposed
 - o Utility easement(s), overhead and below ground
 - o Locations for all utility equipment, i.e. HVAC, generators, etc.
- Preliminary drainage and grading plan indicating impact on adjoining or downstream sites
- Preliminary Landscape Plans, including location of proposed stormwater features/ ponds/ low impact development best management practices (LID BMP), etc.
- Material palette, in color, for all materials proposed for use including building, roof, and paving
- Review Brooks Design Guidelines and Development Standards for compliance
- Review San Antonio River Authority Best Management Practices for Low Impact Development at Brooks (SARA LID BMPs) for compliance
- Design review application and review fee due if not already submitted

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3. Design Development Submittal Requirements (approx. 50% design completion): Reviewed by Planning & Development Staff

- Three full-size hard copies and one digital file of the drawings and plans indicating:
 - o Site Plan will indicate all modes of circulation (VIA, vehicular, bicycle and pedestrian), as applicable showing access and circulation pathways along and through hardscape, landscape and in context with adjoining properties.
 - o Location of all parking both onsite and offsite in immediate vicinity and in proximity to other modes of transportation.
 - o Further development of the architectural design of buildings and adjoining site, with indication of colors, materials, etc.
 - o Show all buildings in context to the surrounding site improvements and indicate how the design creates a cohesive and compatible design in relationship to other existing buildings and landscape.
 - o Present all proposed sustainable design features and improvements (including LID BMPs) as it relates to the subject location and adjoining properties.
- Review Brooks Design Guidelines and Development Standards for compliance
- Review San Antonio River Authority Best Management Practices for Low Impact Development at Brooks (SARA LID BMPs) for compliance
- Design review application and review fee due if not already submitted

STEP 2 – FINAL REVIEW PRESENTATION SUBMITTAL (Construction Documents.) To be reviewed and approved by ACC

4. Final Presentation Submittal Requirements

- Three full-size hard copies and one digital file of a complete Construction Documents set including:
 - o All items identified in Schematic & Design Development Submittals
 - o Locations of site/ street trees as required by CoSA and/or Brooks
 - o All landscape plantings, including LID BMP features/ required plantings
 - o All site lighting including exterior building, parking, and signage lighting, street lighting/ pedestrian/ trail lighting as required by Brooks
 - o Indicate required and 'visitor' parking as appropriate
 - o All site furniture, street accessories, signage types, and locations.
 - o All proposed "Street Food" vendor locations

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- One hard copy and one digital file of condensed set of plans for high level review (i.e. 24x36 inch format or similar) including:
 - o Cover Sheet
 - o Utility Plan
 - o Landscape Plan
 - o Foundation and Framing Plans
 - o Site Plan
 - o Floor Plan - Overall
 - o Exterior Elevations
 - o Site Plan - Electrical
 - o Rainwater Harvesting Plan, if applicable
- Review Brooks Design Guidelines and Development Standards for compliance
- Review San Antonio River Authority Best Management Practices for Low Impact Development at Brooks (SARA LID BMPs) for compliance
- Design review application and review fee due if not already submitted

5. Post ACC Final Review Submittal Requirements (prior to beginning construction) Reviewed by Planning & Development Staff.

- One hard copy and one digital file of the Certificate of Approval from both ACC and CoSA
- Schedule and Pre-Construction Materials Submittal

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