



**City of Boulder Planning and Development Services**

1739 Broadway, 3rd floor • PO Box 791 • Boulder, CO 80306

Phone: 303-441-1880 • Fax: 303-441-3241 • Web: boulderplandevlop.net

**BOULDER DESIGN ADVISORY BOARD (DAB) APPLICATION**

**Date of Application** \_\_\_\_\_ **Address of Property for Review** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Relationship to Project (e.g.: architect, contractor, etc.)** \_\_\_\_\_

**Owner's Name and Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Project Description:**

Lot Size \_\_\_\_\_

Total Existing Bldg. Sq Ft. \_\_\_\_\_

Existing Bldg Height \_\_\_\_\_

Proposed Additional Bldg. Sq. Ft. \_\_\_\_\_

Proposed Bldg. Height \_\_\_\_\_

**GENERAL INFORMATION**

The Boulder Design Advisory Board generally meets on the second Wednesday of every month. The deadline for submitting your application is 4 p.m. on the (3) three weeks prior to the meeting date. The applicant needs to be in contact with the planning case manager prior to submitting the application to ensure proper timing of the DAB review.

Due to Covid-19 public health restrictions, all meetings are being held virtually until further notice. Please submit all application materials via email or file share to the board liaison and the planning case manager for the project.

You can visit our websites for additional information at [www.boulderplandevlop.net](http://www.boulderplandevlop.net) and <https://bouldercolorado.gov/boards-commissions/bdab>.

**For your DAB review please be prepared with the following:**

- A presentation with building drawings including the site plan, floor plan(s), elevations, roof plan, details, and perspectives
- Digital material samples
- An interactive 3-D digital model showing the proposed building(s) in the surrounding context. Please coordinate with staff regarding recommendations for the level of detail of the model and necessary context. Existing 3-D building massing electronic files are available from the City of Boulder Open Data Catalog here: <https://bouldercolorado.gov/open-data/city-of-boulder-3d-buildings/>.



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### **DAB APPLICATION SUBMITTAL REQUIREMENTS**

Application requirements for design review will vary depending upon the complexity and scale of the project to be reviewed, and the specific requirements of the reviewing body. In general, the applicant should format their presentation to the review structure and provide the required design materials to fully understand the nature and scope of the proposed project and design considerations.

The board will review projects in the following format to cover the applicable design-related criteria during the meeting:

- **CONCEPT DEVELOPMENT**

The applicant shall define the design problem(s) they are developing solutions for and shall communicate the larger design concept(s) that provided the framework for decision making throughout the design process. DAB will consider these conceptual ideas during the design review.

- **SITE PLANNING & URBAN DESIGN CHARACTERISTICS**
- **ARCHITECTURAL COMPOSITION & PATTERNING**
- **ARCHITECTURAL DETAILS**

Applications should be well organized and contain sufficient information to allow reviewers to fully understand the proposed building design or alteration, including relevant information listed below. **At a minimum, BDAB applications should include the following information submitted in a pdf digital format:**

- A narrative defining the problem(s) and design concept(s) supplemented with visual aids such as: parti diagram(s), precedent imagery and relevant case studies.
- A map illustrating the project location and a site analysis.
- Photographs of the project site and the surrounding context.
- A site plan in a clear graphic style should be presented in the context of the city blocks surrounding the project. Site boundaries and dimensions should be clearly marked and special issues such as floodplain, shadows, land restrictions and the existing site conditions need to be highlighted.
- Floor plans, roof plan, exterior elevations, building sections, and building details should be illustrated at a scale sufficient to fully understand the proposed design. All exterior wall elevations should be in color showing material and color selections.
- A digital material board of photographs of the exterior building materials to adequately demonstrate the proposed design.
- Color perspective sketches and 3-D model static images illustrating the proposed project and its surroundings, from the street level, to present the project from the pedestrian's viewpoint. Include various close-up views to illustrate the composition of the building(s) and other architectural details.
- An analysis of the shadow impact of the proposed project is important, especially for projects on the south side of downtown streets and projects interfacing with solar access protected areas.