



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 _____

Proposed Additional Bldg. Sq. Ft. _____

Total Existing Bldg. Sq Ft. _____

Proposed Bldg. Height _____

Existing 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 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), color 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**
- **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.
- Narrative describing how the proposal meets the relevant criteria, e.g. Downtown Urban Design Guidelines, Site Review, etc.

Following the DAB meeting, the applicant will submit a response to the DAB recommendations explaining how they did or did not integrate the recommendations. This response should be submitted to the planning staff as part of any ongoing entitlement applications.



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PLANNING RESOURCE INFORMATION:

1. [Boulder Valley Comprehensive Plan \(BVCP\)](#)
2. [Subcommunity and Area Plans](#)
 - a. Boulder Plaza Subarea Plan
 - b. Boulder Transit Village Area Plan (Boulder Junction)
 - c. Boulder Valley Regional Center Design Guidelines
 - d. Boulder Valley Regional Center Transportation Connections Plan
 - e. Crossroads East Sunrise Center Area Plan
 - f. Downtown Urban Design Guidelines
 - g. Gunbarrel Community Center Plan
 - h. Junior Academy Area Plan
 - i. North Boulder Subcommunity Plan (1995)
 - j. Subcommunities Map
 - k. University Hill Area Plan (1996)
 - l. Transit Village Area Plan
 - m. East Boulder Subcommunity Plan
3. [Site Review Criteria](#)
4. [Planning and Development Services Website](#)
5. [City of Boulder Development Review Cases](#)
6. [Design Advisory Board \(DAB\)](#)