BOULDER DESIGN ADVISORY BOARD (DAB) APPLICATION

The purpose of the Design Advisory Board (DAB) is to “encourage thoughtful, well-designed development projects that are sensitive to the existing character of an area or the character established by adopted design guidelines or plans for the area.” To read more about the board see the [Design Advisory Board (DAB)](https://bouldercolorado.gov/government/board-commission/design-advisory-board) website.

DAB conducts meetings as needed, one (1) time per month on the second (2nd) Wednesday of the month. All applications are due four (4) weeks prior to the anticipated meeting date. DAB meetings are conducted virtually.

To ensure proper timing of the DAB review please contact the planning case manager prior to submitting the application. Submit all DAB application materials via email to the planning case manager.

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| --- | --- | --- | --- |
| **Application Date:** | Click or tap to enter a date. | **LUR Case #:** | LUR202#-#####. |
| **DAB Meeting Date:** | Click or tap to enter a date. | **Planning Case Manager:** | Click or tap to enter a date. |
| **Property Address:** | Click or tap here to enter text. |  |  |
| **Applicant:** | Click or tap here to enter text. | **Relationship to Project:** | Click or tap here to enter text. |
| **Applicant Contact:** | Click or tap here to enter text. | **Owner:** | Click or tap here to enter text. |
| **Project Description:** | Click or tap here to enter text. |  |  |
| **Lot Size** | Click or tap here to enter text. | **Proposed Bldg. Sq. Ft.** | Click or tap here to enter text. |
| **Total Existing Bldg. Sq. Ft.** | Click or tap here to enter text. | **Proposed Bldg. Height** | Click or tap here to enter text. |
| **Existing Bldg. Height** | Click or tap here to enter text. | **Open Space Sq. Ft.** | Click or tap here to enter text. |

DAB APPLICATION SUBMITTAL REQUIREMENTS

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. The application and all requisite materials are required for a complete application. When necessary, DAB or city staff may request additional information to describe compliance with design standards or guidelines.

**At a minimum, DAB applications should include the following information submitted in a pdf digital format:**

*(check off box)*

[ ]  A narrative defining the design concept(s) supplemented with visual aids such as: a site analysis, parti or other diagram(s), precedent imagery, and/or 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 at both site and block context. 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 all exterior materials, including cladding, windows, trims, finishes, etc.

[ ]  Color perspective sketches or images illustrating the proposed project and its surroundings to present the overall project and views from the pedestrian’s perspective.

[ ]  An analysis of the shadow impact during the summer and winter months.

[ ]  Criteria checklists, e.g. DAB Downtown Urban Design Criteria Checklist – Appendix A, DAB Site Review Criteria Checklist – Appendix B, etc., completed with the applicant self-evaluation sections.

**DAB MEETING PREPARATION**

**For the DAB meeting design review please be prepared to present the following:**

* A summary presentation (10 minutes maximum) outlining your concept, building drawings including the site plan, floor plan(s), color elevations, roof plan, details, and perspectives.
* A digital material board and architectural drawings.
* An interactive 3-D digital model of the building(s) in the surrounding context.

PLANNING RESOURCES

1. [Boulder Valley Comprehensive Plan (BVCP)](https://bouldercolorado.gov/projects/boulder-valley-comprehensive-plan)
2. [Subcommunity and Area Plans](https://bouldercolorado.gov/guide/long-range-planning)
* Boulder Plaza Subarea Plan
* Boulder Transit Village Area Plan (Boulder Junction)
* Boulder Valley Regional Center Design Guidelines
* Boulder Valley Regional Center Transportation Connections Plan
* Crossroads East Sunrise Center Area Plan
* Downtown Urban Design Guidelines
* Gunbarrel Community Center Plan
* Junior Academy Area Plan
* North Boulder Subcommunity Plan (1995)
* Subcommunities Map
* University Hill Area Plan (1996)
* [Transit Village Area Plan](https://www-static.bouldercolorado.gov/docs/transit-village-area-plan-low-1-201305151134-1-201402121118.pdf?_ga=1.224814746.1264217817.1487368566)
* East Boulder Subcommunity Plan
1. [Site Review Criteria](https://www.municode.com/library/co/boulder/codes/municipal_code?nodeId=TIT9LAUSCO_CH2REPR_9-2-14SIRE)
2. [Planning and Development Services Website](https://bouldercolorado.gov/government/departments/planning-development-services)
3. [City of Boulder Development Review Cases](https://maps.bouldercolorado.gov/development-review/)
4. [City of Boulder Open Data Catalog Existing 3-D buildings](https://bouldercolorado.gov/services/open-data)