

P. O. Box 2511, Winston-Salem, NC 27102
 (Bryce A. Stuart Municipal Building) 100 East First Street, Suite 225

www.cityofws.org/planning
 Phone: 336-727-8000 Fax: 336-748-3163

**PROPERTY
ADDRESS:** _____

APPLICANT (if other than Owner)

Name: _____
 Address: _____
 Phone # _____ Zip Code: _____
 _____ Fax: _____

PROPERTY OWNER:

Name: _____
 Address: _____
 Phone # _____ Zip Code: _____
 _____ Fax: _____

ARCHITECTURAL DESIGN FIRM:

Name: _____
 Address: _____
 Phone # _____ Zip Code: _____
 _____ Fax: _____

LEGAL DESCRIPTION:

PIN #'S: _____

INFORMATION REQUIRED (Sec. 3-12.1)

SUBMISSION REQUIREMENTS:

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| The following shall be submitted to the Planning Office for approval of a large scale development: | COMPLIES |
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- | | |
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| <input type="checkbox"/> Proposed site plan(s) to scale, indicating the following: <ul style="list-style-type: none"> a. Perimeter outline including dimensions of all structures including decks, patios, parking areas with spaces delineated, driveway(s), walkway(s), freestanding signs, light fixtures, transformers, fences, retaining walls; b. Easements and/or right-of-ways; c. Setbacks-distance to property lines from building(s), parking area(s), driveway(s); d. Proposed landscaping including species, sizes, and planting interval, e. Proposed topographic grade changes (minimum two [2] foot contours); and f. All existing and proposed water, sewer and storm water layouts, detention areas, utility appurtenances (such as backflow preventers), and major erosion control features. | Yes No |
|---|------------------|

The programs and services of the Planning Board are available in alternative media forms for people with disabilities. Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Planning Department are encouraged to contact the Department at least 72 hours in advance so that proper accommodations can be arranged. For information, call 336-727-8000 (727-8319 TTY).

LARGE SCALE DEVELOPMENT REVIEW

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| <input type="checkbox"/> Full building elevations (to scale), clearly showing all exterior materials, colors, lighting and signs on building(s); | Yes | No |
| <input type="checkbox"/> Section cuts of the site when existing or proposed topography includes more than a ten (10) foot elevation change; | Yes | No |
| <input type="checkbox"/> Other requirements imposed by the City-County Planning Board to comply with this Section. | Yes | No |

APPLICABILITY:

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| The following development is subject to the requirements of this Section in addition to complying with all other Code requirements: | COMPLIES | |
| <input type="checkbox"/> New construction equal to or exceeding 75,000 gross square feet of single plate ground floor and serving a single tenant or new construction equal to or exceeding 150,000 gross square feet of single plate ground floor serving multiple tenants; | Yes | No |
| <input type="checkbox"/> 25,000 square foot or more addition to an existing structure that is already 75,000 gross square feet or larger and serving a single tenant; | Yes | No |
| <input type="checkbox"/> Any addition to a structure or development that has previously been reviewed under this Section; | Yes | No |
| <input type="checkbox"/> Pad sites or outparcels with structures which are associated with the primary development and which are included in the original subdivision and/or master plan of the overall development; and | Yes | No |
| <input type="checkbox"/> Zone or area districts that have a regulatory design review process, such as the Mixed Use - Special (MU-S) District are exempt from these standards. | Yes | No |

DESIGN STANDARDS:

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| All design standards contained within this Section shall be applicable unless specified otherwise. | COMPLIES | |
| <input type="checkbox"/> Pre-fabricated metal building facades are prohibited. Corrugated metal, unfinished smooth face concrete block, tilt-up concrete panels, prefabricated steel panels, and vinyl siding may not be used unless approved by the Director of Planning as complementary to the overall design of the development. | Yes | No |
| <input type="checkbox"/> Predominant exterior building materials may include wood, brick, sandstone, other native stone, or tinted, textured concrete masonry units, or stucco. | Yes | No |
| <input type="checkbox"/> Landscaping. To compliment the large scale of the structure(s) and parking areas, the following shall be included: Landscaping as defined in this Section is in addition to the requirements of Section 3-4.3 Motor Vehicle Surface Area Landscaping Standards. | | |
| <input type="checkbox"/> Trees planted under this Section or Section 3-4.2, shall be a minimum of 2.0" caliper and specimen quality as certified by the American Standard of Nursery Stock (ASNS). Park grade trees are prohibited. | Yes | No |
| <input type="checkbox"/> The required landscape setback area as defined in Section 3-4.2 shall be a minimum of ten (10) feet, with an overall landscaped area equivalent to a depth of 20' across the entire frontage. This will allow flexibility in the width of the landscaped area along the frontage. | Yes | No |

LARGE SCALE DEVELOPMENT REVIEW

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| <input type="checkbox"/> | Landscape islands which separate rows of parking stalls shall be a minimum of twelve (12) feet wide. | Yes | No |
| <input type="checkbox"/> | Landscape islands shall be provided every one-hundred (100) linear feet of aligned parking spaces. | Yes | No |
| <input type="checkbox"/> | A minimum of thirty (30) percent of the required parking lot landscape islands as described above shall be a minimum of fifteen (15) feet wide and eighteen (18) feet long. It is encouraged that these be placed in proximity to the front of the buildings(s). | Yes | No |
| <input type="checkbox"/> | Facades greater than one hundred (100) feet in linear length shall be articulated with recesses or projections, which total at least twenty-five (25) percent of that facade. Recesses or projections shall be a minimum of two (2) percent of the length of that facade. No uninterrupted length of any façade shall exceed seventy-five (75) horizontal feet. | Yes | No |
| <input type="checkbox"/> | Ground floor facades that face public streets or public ways shall have arcades, display windows, entry areas, awnings other such design features along no less than sixty (60) percent of that facade. This requirement includes the facade of the building that functions as the rear, yet faces a street. | Yes | No |
| <input type="checkbox"/> | If the site development or a street widening or relocation associated with the development involves the relocation of existing overhead utilities, all existing utility and electrical lines thirty thousand (30,000) volts or less and located on the site and/or along the site's frontage and within the public Right-of-Way shall be placed underground. | Yes | No |

FAÇADE TREATMENTS:

All facades must use at least five of the following design features:

COMPLIES

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| <input type="checkbox"/> | Have more than two (2) exterior contrasting colors (not including trim material) and have more than three (3) exterior material or texture changes. | Yes | No |
| <input type="checkbox"/> | Have building face offsets (minimum twelve [12] inch offset) that are parallel to the front lot line. | Yes | No |
| <input type="checkbox"/> | Covered pedestrian walkway (minimum eight [8] foot depth) across the entire front facade of the structure. | Yes | No |
| <input type="checkbox"/> | Clear glass window display area with colored mullions that covers at least twenty (20) percent of one façade, or thirty (30) percent of two facades. | Yes | No |
| <input type="checkbox"/> | Public Art – Building. To further create an individual identity to the community, artistic detailing such as tile work, murals, sculptures, and similar features, which are integrated into the design of the structure are encouraged. If tile work or murals, or similar detailing on the building is used, it must cover at least twenty (20) percent of that façade, which is not devoted to the entrance area(s): | Yes | No |
| | One (1) percent of the construction cost, as determined by the value of the building permit, for the subject property shall be allocated and used to purchase and install public art for the building(s). | Yes | No |
| | Calculation of the construction cost shall be verified by the Inspections Division. | Yes | No |

LARGE SCALE DEVELOPMENT REVIEW

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| The following expenses may be included in the public art allocation: | Yes | No |
| <ol style="list-style-type: none"> 1. The artwork itself, including the artist's fee for design, structural engineering and fabrication; 2. Transportation and installation of the work at the site; 3. Identification plaques; and 4. Mountings, anchorages, containment, pedestals, bases or other materials necessary for the installation of the artwork; | | |

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| The following expenses shall be excluded from the public art allocation: | Yes | No |
| <ol style="list-style-type: none"> 1. The cost of locating the artist; 2. Architect and landscape architect fees; 3. Land costs; 4. Landscaping, utility connections and fees associated with activating the artwork; and 5. Publicity, public relations, photographs or dedication ceremonies. | | |

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| <input type="checkbox"/> Public Art – Site. To further create an individual identity to the community, artistic detailing shall be integrated into the design of the site. In addition to sculpture, innovative locations for public art, such as at the architectural entrance to the site are encouraged: <ol style="list-style-type: none"> a. One (1) percent of the hard and soft construction cost, as determined by the value of the building permit, for the subject property shall be allocated and used to purchase and install public art for the site. b. Calculation of the construction cost shall be verified by the Inspections Division. c. Expenses set forth in subparagraph (d)(5)(c) may be included in the public art allocation. | Yes | No |
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| <input type="checkbox"/> Integral planters or walls constructed parallel to the face of the building and incorporate living landscaped areas and/or places for sitting. Such areas shall be a minimum of two (2) feet wide and nineteen (19) inches high for sitting; and five (5) feet wide for a planter and cover at least fifty (50) percent of that facade. | Yes | No |
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| <input type="checkbox"/> Open space pedestrian plaza, which incorporates gathering and sitting opportunities adjacent to the main entrance or on the front façade equivalent to two (2) percent of the gross square footage of that building. Such an area shall include a seating area with benches or tables & chairs at a minimum rate of one (1) seat per fifteen-thousand (15,000) gross square feet, and shall include at least one (1) of the following features: <ol style="list-style-type: none"> a. Kiosk(s); b. Outdoor playground area; c. Water feature; d. Gazebo; or e. Clock tower or other such focal feature and amenity that enhances the public space. | Yes | No |
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| <input type="checkbox"/> Atrium skylight(s), with a minimum depth of twenty (20) feet that visually enhances the exterior architectural style and design of the front entrance, facade and roof area. | Yes | No |
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| <input style="width: 40px; height: 20px;" type="checkbox"/> | NUMBER OF FAÇADE TREATMENTS PROPOSED (MINIMUM 5 REQUIRED) |
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LARGE SCALE DEVELOPMENT REVIEW

ROOFS:

Roof design shall incorporate the following design features:

COMPLIES

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| <input type="checkbox"/> Flat roof designs shall be constructed with parapets to screen HVAC and other roof mounted mechanical equipment from public view. Such parapets shall not exceed one third (1/3) of the height of the supporting wall and shall be constructed with a three dimensional cornice treatment; | Yes | No |
| <input type="checkbox"/> Membrane roofing material is prohibited when visible from public view; and | Yes | No |
| <input type="checkbox"/> All roof designs must use at least one (1) of the following design features; <ul style="list-style-type: none"> a. Three (3) or more roof slope planes; and/or b. Overhanging eaves or canopy projections, which extend no fewer than two (2) feet past the supporting walls. | Yes | No |

ENTRANCES:

Each retail establishment shall have a clearly defined and highly visible customer entrance or portal, which incorporates the following design features:

COMPLIES

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| <input type="checkbox"/> A pedestrian plaza as per the following: <ul style="list-style-type: none"> a. Single tenants occupying more than 50,000 square feet shall provide for a plaza area of at least twenty (20) feet in depth immediately in front of their entrance(s). It is encouraged that this area be large enough to plant shade trees; b. Single tenants occupying more than 20,000 square feet shall provide for a plaza area of at least ten (10) feet in depth immediately in front of their entrance(s); and/or c. Single tenants of less than 20,000 square feet shall provide a plaza area of at least eight (8) feet in depth immediately in front of their entrance(s). | Yes | No |
| <input type="checkbox"/> With the exception of interior malls, multiple and separate stores located in the same structure shall have at least one (1) exterior customer entrance. For the purposes of this Subsection, accessory uses within the primary store are not required to comply. | Yes | No |
| <input type="checkbox"/> Diagonal parking on both sides of the travel lane along the front façade of the structure(s) shall be encouraged to create a “Main Street” type atmosphere. | Yes | No |
| <input type="checkbox"/> Each portal shall use at least three (3) of the following design features. These design features shall be in addition to those required above: <ul style="list-style-type: none"> a. Canopies, porticos, arcades and/or outdoor patios; b. Raised or peaked cornice parapets over the entrance; c. Architectural or artistic details such as tile work and moldings that are integrated into the design of the entrance; and/or d. Integral planters or walls that incorporate living landscaped areas and places for sitting that are built perpendicular to the façade and frame the entrance. Such areas shall be a minimum of two (2) feet wide and nineteen (19) inches high for sitting and twenty (20) feet wide for a planter and shall be a minimum of ten (10) feet in overall length. | Yes | No |

LARGE SCALE DEVELOPMENT REVIEW

PARKING AND CIRCULATION:

The parking lot design and pedestrian circulation routes shall provide a safe, convenient and efficient access for vehicles, pedestrians and bicyclists. Pedestrian circulation via internal public sidewalks shall be encouraged. The placement of structures shall enhance and promote pedestrian circulation on the site.

COMPLIES

Artistic detailing and paving patterns are encouraged in pedestrian walk ways, plazas, and gathering areas. **Yes No**

No more than eighty (80) percent of the overall proposed parking for a single structure development shall be located between the front facade and the abutting street. **Yes No**

The total number of parking spaces shall not exceed that required by Table 3.8. **Yes No**

At minimum, one (1) internal continuous sidewalk of at least five (5) feet wide (clear) shall be provided from the public street to the entrance(s). Additionally, at least four (4) feet wide walkways shall connect focal points of pedestrian activity, such as transit stops, street crossings or store entry points, and shall feature adjoining landscaped areas (4' minimum landscape depth) to provide a separated and pedestrian friendly access route for no less than fifty (50) percent of their overall length. **Yes No**

All internal pedestrian walkways shall be physically separated from the drive lanes. Additionally all sidewalks and crosswalks shall be visually distinct from the driving surface by use of pavers, bricks or scored concrete. **Yes No**

Sidewalks, at least eight (8) feet in width, shall be provided along any facade featuring a customer entrance, and along any facade abutting public parking areas. At all times, such sidewalks shall maintain a clear pedestrian passage equal to the width of the sidewalk. Additionally, such sidewalks shall connect all customer entrances and to other internal sidewalks, and shall be located an average of at least three (3) feet from the facade of the building to provide planting beds for living foundation landscaping, except where features such as covered walkways, arcades or entryways are part of the facade. Such live foundation landscaped areas shall be a minimum average of six (6) feet wide, and shall be a minimum of fifteen (15) feet in overall length. **Yes No**

An off and/or on-street bus stop for customers and employees shall be provided when the site is located on an established or planned transit route. **Yes No**

Where applicable, pedestrian and recreational path linkages shall be made with adjoining properties. **Yes No**

Bike racks shall be provided adjacent to entrances. **Yes No**

Overnight parking of RV's, mobile homes and other vehicles providing transient residency is prohibited. **Yes No**

OUTDOOR STORAGE, TRASH COLLECTION AND LOADING AREAS:

These areas, due to their visual and noise impacts onto adjacent properties and visitors to the site, shall be screened, recessed or enclosed:

COMPLIES

No area for outdoor storage, trash collection or compaction, loading or other such uses shall be located within twenty (20) feet of any public street, public sidewalk, or internal pedestrian walkway. **Yes No**

LARGE SCALE DEVELOPMENT REVIEW

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| <input type="checkbox"/> Outdoor shopping cart storage areas shall be provided in the parking lot, and adjacent to the buildings if they are not available at the entrance. | Yes | No |
| <input type="checkbox"/> Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash dumpsters, trash compaction, and other such service functions shall be incorporated into the overall design of the structure and landscaping so that the visual and acoustic impacts of these functions are fully contained and out of the view from general passersby. Decibel (dBA) reading sheets shall be provided for all mechanical equipment, including refrigeration units (built-in or free standing tractor trailer units), trash compacters, generators and HVAC units. Acoustic buffering shall be required for any equipment that exceeds 65 dBA in order to ensure that combined minimal noise levels (less than 50 dBA) are present at the property line of the subject property. Screening materials shall be the same as those used on the structure to avoid visual detection of the service function on and off site. | Yes | No |
| <input type="checkbox"/> Screening materials shall be the same as those used on the structure to avoid visual detection of the service function. | Yes | No |
| <input type="checkbox"/> Only previously designated and approved areas for the parking or storage of trucks, trailers, or containers as accessory outdoor storage shall be permitted. Such areas are prohibited on any portion of a walkway, drive aisle, parking or landscaped area. | Yes | No |

OUTDOOR SALES:

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| Permanent and seasonal outdoor sales areas shall be incorporated into the design of the building and site. | COMPLIES | |
| <input type="checkbox"/> Non-enclosed areas for the sale and storage of seasonal inventories shall be permanently defined and separated with walls and/or fences. Walls and roofs shall conform to the standards defined in subsections (C) (2) and (3), and (E) (2) of these design requirements. | Yes | No |
| <input type="checkbox"/> If anti-theft devices for the area(s) are provided, they shall be identified on the site plan. | Yes | No |
| <input type="checkbox"/> No outdoor display or sales area shall encroach on to any portion of a walkway, drive aisle, parking or landscaped area. | Yes | No |

SIGNS:

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| Signs shall be incorporated into the design of the structure. Signs shall be designed for both the pedestrian and the motorist. | COMPLIES | |
| <input type="checkbox"/> Roof mounted signs are prohibited. | Yes | No |
| <input type="checkbox"/> Freestanding signs shall be constructed with a base of the same materials as the structure to provide for a pedestrian scale and to unify the sign with the structure(s) | Yes | No |
| <input type="checkbox"/> Architectural gateway or entrance elements, which identify the address of the site which are less than five (5) feet in overall height, shall not constitute a freestanding sign. | Yes | No |
| <input type="checkbox"/> All projecting signs shall be placed a minimum of nine (9) feet above the sidewalk. For the purposes of this subsection a projecting sign is a sign that projects more than twelve (12) inches. | Yes | No |
| <input type="checkbox"/> Signs or advertising devices with visible moving or flashing animated or intermittent illumination are prohibited. | Yes | No |

LARGE SCALE DEVELOPMENT REVIEW

CANOPIES:

Gasoline canopies, car washes and other accessory functions located in separate structures on the same subject site shall be complimentary to the overall design of the site and of the primary structure. **COMPLIES**

Materials, colors and designs, including roof design, shall conform with and compliment the predominant materials and colors of the main structure. **Yes No**

Shall be illuminated with flush mounted, flat lens light fixtures for all under canopy fueling areas. **Yes No**

MISCELLANEOUS:

Internal traffic signs, handicapped parking signs, transformers, and other such site necessities shall be integrated into the overall design of the site. **COMPLIES**

Traffic and parking signs shall comply with the Manual on Uniform Traffic Control Devices. Sign housings and post shall be designed to be a visual and design amenity for the site. Creativity in design is encouraged. **Yes No**

Transformers shall be integrated into the overall design of the site and shall be heavily screened with living landscaping and/or enclosures to minimize their visual impact. **Yes No**

All exterior lighting shall be designed, located, installed and directed in such a manner to prevent objectionable light at and across the property lines to prevent glare at any location on or off the property, and shall meet the following:

- (a) Be no more than one-half (1/2) foot-candle level at the property line;
- (b) Be of a white light, such as metal halide, incandescent or a lamp with a color rendering index above (70);
- (c) Be a full cut-off style fixture for all parking area lighting;
- (d) Be a full cut-off or shielded type fixture (wall pack style fixtures are not acceptable) for all building lighting for security or aesthetics. Floodlighting is discouraged, however, if used, it shall be shielded to prevent the following:
 - (i) Glare for pedestrians or drivers;
 - (ii) Light trespass beyond the property line; and
 - (iii) Light above a ninety (90) degree horizontal plane.

Yes No

APPROVAL

DENIAL

Date: _____

Reviewed by: _____

Case #: _____