

Mesa del Sol

ARCHITECTURAL CONTROL COMMITTEE

5700 University Blvd. S.E. Suite 300
Albuquerque, New Mexico, 87106

PLAN SUBMITTAL CHECKLIST

This checklist is to be turned in to the ARC with plan submissions.

Digital copies are to be sent to: mdsarc@mesadelsolnm.com

Applicant _____ Tract _____ Owner _____ Business Type _____ Date _____

	<u>REQUIREMENT</u>	<u>APPLICANT MUST NOTE "IN COMPLIANCE" OR STATE COMMENTS RE: POTENTIAL NON-COMPLIANCE</u>	<u>ARC RESPONSE</u>
	<u>SITE PLAN SHEET 1</u>		
	<u>MAJOR DESIGN CRITERIA</u>		
1	Along major streets, buildings shall have minimal setbacks to the right-of-way. 2.3 & 3.2 Table		
2	All buildings shall be located as close to the street as possible after setback and/or build to zone requirements have been fulfilled. 3.2 Building Placement		
3	No building shall be permitted to place or orient buildings on a lot in such a way so as to treat the primary street frontages as a rear/side lot line. 3.2 Building Placement		
4	Lots located at the intersection of major streets, buildings shall define corners through location and design. Buildings shall be located within a maximum front setback of 10' in all directions within 70' of major intersections. 3.2 Building Placement		
5	Office buildings shall be oriented towards and adjacent to the primary street. 3.2 Building Placement		
6	Loading/service areas shall not be located facing the street and shall be screened where visible from the street. 3.2 Building Placement & 3.6 Service Areas		
	<u>REQUIRED FORMATTING / BASIC INFO ON ALL SHEETS</u>		
7	Date of drawing and/or last revision. 7.2 (A1)		
8	Scale, bar scale, north arrow, scaled vicinity map. 7.2 (A2)		
9	Property lines. 7.2 (A3)		
10	Dimensions of all principal site elements or typical dimensions thereof.		
11	Existing and proposed easements. 7.2 (A4)		
	<u>BASIC INFO ON SHEET 1: SITE PLAN</u>		
12	Proposed use of each structure. 3.4		
13	Any development phasing. 7.2 (A5)		
14	Location of existing and proposed structures. 7.2 (B1-A)		

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15	Square footage, FAR, parking, and landscape calculations, (see 'Parcel Calculations for Employment Center Phase One Innovation Park Design Standards'). 2.5 & 2.6 Tables		
16	Dimensions of all principal site elements or typical dimensions thereof.		
17	Show electric transformers and above-ground gas meters. (Must be screened from public ROW and Open Space Corridors) 3.7 Other Building Treatment		
18	Walls, fences and screening: indicate height, length, color and materials. 3.8 & 7.2 (B1-E)		
19	Identify any temporary structures; provide justification and firm deadline for removal.		
20	Indicate structures within 20' of the site. 7.2 (B1-A)		
21	Elevation drawings of refuse container and enclosure, if applicable. 3.7 Other Building Treatment, 7.1 & 7.2 (B1-J)		
22	Site lighting (indicate height & fixture type). Section 4		
	<u>PARKING & INTERNAL CIRCULATION</u>		
23	Parking layout with spaces numbered per aisle totaled. 100% of adjacent on-street parking may count towards a site's off-street parking requirements. 2.4 & 2.5 & 7.1 & 7.2 2 (A)		
24	Location and typical dimensions, to include handicapped spaces, car, vanpool, motorcycle. 7.2 (B2-1)		
25	All sites shall provide preferred parking for carpool and vanpool vehicles. Parking calculations shall be for spaces sufficient to accommodate 5% of the building's occupants. 3.3		
26	Parking lots fronting a public R.O.W. shall be visually screened by a low wall or vegetative screen. 3.3 & see Section 6 Landscape Standards for details.		
27	Parking lots shall be subdivided by pedestrian paths or landscape areas so that no parking cell shall have greater than 100 parking spaces. 3.3		
28	Buildings shall be setback from internal parking or drive aisles to accommodate a minimum of 10' wide planting areas. 3.2 Building Placement		
29	Allowable materials for parking surfaces shall include asphalt, concrete (plain, textured, colored) concrete pavers, stone pavers, brick, pervious paving surfaces such as poured or modular pervious concrete products, pervious asphalt and gravel/grid systems. 3.3		
30	Service and emergency service lanes shall be designated as part of the site circulation and shall not be dedicated lanes that add impervious surface. 3.3		
31	Carports are allowed only if materials are closely related to building architecture and by ARC approval. 3.3		
	<u>BICYCLE PARKING & FACILITIES</u>		
32	Bicycle racks, spaces required and provided. One bicycle space per 20 car spaces required. 3.6		

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33	Bike racks shall be located within 40' of the primary building entrance in an area easily visible from inside the building. 3.6		
34	Showers and changing facilities that are convenient and accessible for buildings over 50,000 sq. ft. 3.6		
35	10% of the required bike spaces shall be in the form of covered, secured bike storage, either inside the building or outdoors. 3.6		
	<u>VEHICULAR CIRCULATION</u>		
36	Ingress and egress locations, including width and length curve radii dimensions. 7.2.2 (C-1)		
37	Drive aisle locations, including width and curve radii dimensions. 7.2.2 (C-2)		
38	End aisle locations, including width and length curve radii dimensions. 7.2.2 (C-3)		
39	Location & orientation of refuse enclosure, with dimensions. 7.2.2 (C-4)		
	<u>PEDESTRIAN CIRCULATION</u>		
40	Location and dimensions of all sidewalks and pedestrian paths. 7.2.2 (D-1)		
41	There shall be a minimum of 6' wide pedestrian paths from the street to building entrances through parking areas, in the form of walkways between parking cells. 3.3		
42	Pedestrian paths shall be a contrasting color and/or material, such as brick or colored patterned concrete. 3.6		
43	Sidewalks shall have a minimum clear width of 6' along the entrance facade(s) of single tenant buildings and a minimum clearance of 8' along the entrance of multi-tenant buildings. 3.6		
44	Location and dimension of drive aisle crossings, including paving treatment. 7.2.2 (D-2)		
45	Location and description of amenities, including patios, benches, tables, etc. 7.2.2 (D-3)		
	<u>STREETS & CIRCULATION</u>		
46	Locate and identify adjacent public and private streets and alleys. 7.2.3 (A)		
47	Existing and proposed pavement widths, right-of-way widths and curve radii. 7.2.3 (A-1)		
48	Location of traffic signs and signals related to the functioning of the proposal. 7.2.3 (A-3)		
49	Identify existing and proposed medians and median cuts. 7.2.3 (A-4)		
50	Identify alternate transportation facilities within site or adjacent to site including: - Bikeways and bike-related facilities; - Pedestrian trails and linkages; - Bus facilities, including routes, bays and shelters existing or required. 3.6		

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51	<p><u>PHASING PLAN</u> (Provide Separate Sheet if Necessary) Phasing: Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping. 7.3 (4)</p>		
	<u>LANDSCAPE PLAN – SHEET #2</u>		
	<p><u>MAJOR DESIGN CRITERIA</u> (See Landscape Section 6 for more details)</p>		
52	<p><u>Type 1 - Entrance and Common Areas</u>, most heavily planted and closely related to building architecture, understory landscape coverage 85% minimum. Section 6.2</p>		
53	<p><u>Type 2 - Street Frontage</u>, landscape strip of public right-of-way, formal planting configuration for trees, planting schemes shall be repetitive (rhythm), understory landscape coverage 85% for screening, 60% minimum otherwise. Section 6.2</p>		
54	<p><u>Type 3 - Surface Parking Lots</u>, formal planting configuration, 15% of parking lot areas need to contain landscaping, 75% minimum landscaping coverage (50% of the canopy of a single trunk tree may count towards minimums). City of Albuquerque off-street parking & landscaping standards. Section 6.3</p>		
55	<p><u>Type 4 - Perimeter and Loading Areas</u>, passive water harvesting is required, design configuration is not regulated, only areas that can have manual irrigation. Section 6.3</p>		
56	<p>Turf Area - only 20% of landscaped area can be high water turf: provide square footage and percentage.</p>		
	<u>BASIC INFORMATION</u>		
57	<p>Scale-must be the same as scale on Sheet #1- Site plan, Bar Scale, North Arrow. 7.3 (1)</p>		
58	Existing and proposed easements.		
59	Planting beds, indicating square footage of each bed.		
60	Landscaped area required and landscaped area provided: square footage and percent clearly specified on plan.		
61	<p>Describe irrigation system. All irrigation systems shall be designed to accommodate non-potable water, and passive water harvesting will be utilized to supplement irrigation. 6.6</p>		
62	<p>Statement of responsibility for maintenance and Statement of Compliance with Water Conservation Ordinance, see article 6-1-1-1. Section 6.7</p>		
	<u>STANDARDS FOR LANDSCAPE DESIGN</u>		
63	<p>Front landscape buffers shall be a minimum of 10' (or 6' with a screen wall) maintained between parking areas and primary street right-of-way. Section 6.4</p>		
64	<p>Minimum Plant Sizes: deciduous street trees 2 ½ caliper or 40" box, evergreen trees 6' in height at installation, shrubs – slow growing 5 gallon, fast growing mature size 1-2 years – 1 gallon, grasses-1 gallon, accents/succulents 1 gallon, perennials-1 gallon, vines-1-gallon. Section 6.5</p>		

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65	Side/rear landscape strips shall be a minimum of 6' maintained between parking areas and adjacent lots, regardless of site size. Section 6.4		
66	Planting or tree well detail. 7.3 (13)		
67	Street Tree Plan that reflects the Mesa del Sol Streetscape Master Plan. 7.3 (14)		
	<u>OUTDOOR/SITE LIGHTING</u> (see Section 4 for more details)		
	<u>MAJOR DESIGN CRITERIA</u>		
68	Light fixtures are required to be full cutoff as defined by IESNA. Fixtures located on poles or at mounting point more than 10' in height or that exceed 1800 lumens per lamp shall be full cutoff fixtures. See Level B Plan and Appendix for additional information.		
	<u>BASIC INFORMATION</u>		
69	Lighting plan with narrative explaining how the design of proposed lighting, including light fixture, mounting heights, mounting method, lamp types and locations (provide catalog sheet).		
	<u>LIGHTING DESIGN STANDARDS</u>		
70	Light fixtures shall utilize one of the following lamp types: metal halide, induction lamp, compact fluorescent, incandescent, or light emitting diodes (LED). 4.2 (B)		
71	Illuminance levels shall not exceed 10' candles measured as initial horizontal illumination. 4.2 (F)		
72	Site lighting pole bases shall not exceed 30" from grade. 4.2 (H)		
73	Maximum parking lot pole height: 30'. When fixture is located within 75' of the site's boundaries, maximum height of 25'. 4.2 (H)		
	<u>PRELIMINARY GRADING PLAN SHEET #3</u>		
	<u>BASIC INFORMATION</u>		
74	Same scale as site plan.		
75	Building footprints. 7.3 (A-4)		
76	Location of retaining walls. 7.3 (A-5)		
77	Grading Information: (prepared by licensed engineer). 7.3 (B)		
78	On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100' of the site. 7.3 (B-1)		
79	Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1'. 7.3 (B-2)		
80	Identify ponding areas, erosion and sediment control facilities. 7.3 (B-3)		
81	Surface runoff in parking lots shall be directed to landscape water harvesting areas. 3.1, 3.3 & 6.4		

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82	Cross sections: provide cross section for all perimeter property lines where the grade change is greater than 4' at the point of the greatest grade change. 7.3 (B-4)		
	<u>BUILDING & STRUCTURE ELEVATIONS SHEET #4</u>		
	<u>MAJOR DESIGN CRITERIA</u>		
83	Entries shall be treated with some form of sheltering element, such as canopies, portals or arcades to protect visitors standing outside.		
84	Entries shall have plazas or gathering areas to help make them visually apparent to first time visitors. 3.7		
85	Fenestration including windows and doors shall be incorporated into facades facing public streets.		
86	Where spaces which do not allow fenestration to occur at these locations, other forms of articulation which provide visual variety shall be incorporated at a minimum interval of 80'.		
87	Windows shall be shaded by some form of architectural treatment, based on their relative solar orientation. Shading on southeast to west facing facades is the highest priority. This can be accomplished with either added shading elements, or recessing the windows back into thickened exterior walls.		
	<u>BASIC INFORMATION</u>		
88	Provide color renderings or, at minimum, color elevations.		
89	Detailed Building Elevations for each façade to include: - identify façade orientation; - dimensions of facade elements including overall height and width; - location, material and colors of windows, doors and framing; - materials and colors of all building elements and structures. 7.3 (A2-A-E)		
90	Provide sample board of proposed materials, including window glass, paint colors, stucco, fencing, and metal trim.		
	<u>DESIGN STANDARDS</u>		
91	All roofing materials shall meet Energy Star or comparable ARC approved standards. 3.7		
92	Rooftop equipment shall be screened from view of public streets and open space by architecturally integrated screening elements. 3.7		
93	25% of the total building facade facing the public street shall be fenestrated.		
94	Retail buildings glazing within a facade which adjoins a public street, pedestrian walk or bikeway shall be clear, un-tinted glass. Mirror glass shall not be permitted.		
95	Wall treatments such as changes in material, color, texture and plane or parapet heights shall be used to provide variety and break up large uninterrupted surfaces. 3.7		

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96	Prohibited material: -natural wood or wood paneling shall not be used as principle exterior cladding system; -natural cinder block; -pre-manufactured metal buildings (where visible from the public right-of-way). 3.7		
97	Accessory buildings shall be similar in design and material to the primary buildings. 3.7		
	<u>FENCES & WALLS</u>		
98	The design and materials for walls and fences shall be coordinated with the design and materials of the principal buildings, i.e. color, quality, scale and detail. 3.8		
99	Prohibited material (where visible from the public ROW): Portland gray, plain face CMU, fluted CMU, chain link fencing and concertina wire (except for certain security reasons & with the approval by the ARC). 3.8		
100	Walls and fencing exceeding 4' in height that are located within the setback area adjoining a public street shall provide variety and articulation at intervals not exceeding 50' through either changes in plane, expression of structure, such as post, column or pilaster. 3.8		
	<u>SIGNAGE</u> (See Section 5 for more details)		
	<u>BASIC INFORMATION</u>		
101	Site location(s). 7.3 (B1)		
102	Sign elevations to scale. 7.3 (B2)		
103	Dimensions, including height and width. 7.3 (B3)		
104	Sign face area-dimensions and square footage clearly indicated. 7.3 (B4)		
105	Materials and colors for sign face and structural elements.		
	<u>DESIGN STANDARDS</u>		
106	No sign, of any kind shall exceed a height of 10'. 5.1		
107	No permanent freestanding or monument sign shall be less than a height of 24". 5.1		
108	One (1) wall mounted sign per street frontage. 5.1		
	<u>CONCEPTUAL UTILITY PLAN</u> <u>SHEET #4</u>		
109	Scale, Bar scale, North arrow, Scaled vicinity map. 7.4 (1)		
110	Property lines. 7.4 (2)		
111	Fire hydrant locations, existing and proposed. 7.4 (3)		
112	Distribution lines. 7.4 (4)		
113	Right-of-way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of the types and dimensions.		
114	Existing and proposed water, sewer, storm drainage facilities (public and/or private). 7.4 (5 & 6)		
115	Existing and proposed fire lines for sprinkler systems.		

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	<u>WATER HARVESTING PLAN</u>		
116	Scale - must be same as Sheet #1 - Site Plan, Bar scale, North arrow. 7.4 (A1)		
117	Property lines shown. 7.4 (A2)		
118	Overall site layout with building footprints. 7.4 (A3)		
119	On the plan sheet, provide a narrative description of water harvesting improvements. 3.1, 3.3, 6.1, 6.3, 6.4, 6.6		
120	Provide calculations demonstrating that at least ½" rainfall event is captured and/or directed for use on-site. 7.1 & 7.4 (B2)		
121	Indicate location of flows to areas of water harvesting or collection by cisterns. 3.1 & 7.4 (B3)		
	<u>SUSTAINABILITY PLAN</u> (See Section 3 for more details)		
	Intent: Create a place that uses water, energy, and other natural resources as efficiently as possible.		
	<u>BASIC INFORMATION</u>		
122	Narrative describing the strategies for sustainability. 3.1		
123	All roofs shall meet Energy Star standards and ARC approved standards. 3.1		
124	All buildings shall have an approved construction recycling program that will divert a minimum of 50% of the construction debris from the landfill. (For more details on calculations, see the LEED Reference Guide.) 3.1		
125	All buildings will have a minimum of 5% recycled content as measured by value of material. (For more details on calculations, see the LEED Reference Guide) 3.1		
126	On-site water harvesting shall be achieved through passive or active measures including surface flow to landscape areas and/or cisterns. 3.1		
127	Buildings may have additional City requirements for energy efficiency and water use.		

Comments _____
