

## REQUIREMENTS FOR BCDC PRESENTATION

- Fifteen letter-size hard copy BCDC Summary Booklets submitted to the Executive Director the morning of Monday eight days before the monthly meeting date. Also submit an electronic copy by email or flash drive.
  - For example: for an April 2 monthly meeting booklets are due the Monday of March 25. See below for more information on what the booklet should contain.
- Final electronic presentation (PDF preferred) submitted by email the day before the presentation.
- Presentations are limited to 10 slides and 15 minutes for the initial presentation and 10 minutes for Report from Design Committee.

### Booklet

In general, the following must be included in a letter-size format:

**Site Plan** with context (both larger neighborhood and closer one or more city blocks, depending on Project size)

**Elevations, Sections, and eye-level perspectives** with context (adjacent buildings and more, depending on site) showing comparative heights and relationships to buildings, structures, or topography across the street(s) or to the rear. Include approved projects. Models are strongly encouraged and may be required at Design Committee.

**Fact Sheet** with underlying zoning background (including design guidelines, district criteria, status of other public reviews, etc.) as well as proposed height(s), FAR, setbacks, and all other data directly or indirectly affecting the Public Realm (for example: parking supplied vs. parking required)

**Other Materials** deemed necessary by BPDA or BCDC staff.

Coordinate with Development Review to notify the appropriate Community Group representatives of BCDC meetings.