



MISSISSIPPI STATE UNIVERSITY™
OFFICE OF PLANNING DESIGN
& CONSTRUCTION ADMINISTRATION

MASTER PLAN DRC SUB-COMMITTEE DESIGN REVIEW CHECKLIST

GENERAL INFORMATION:

- ☐ Completed Master Plan Committee Design Review Form
- ☐ Submitting Master Plan Committee Design Review Packages: Complete packages shall be submitted to the Office of Planning, Design and Construction Administration(OPDCA) by 12:00 noon the day of the deadline. Meetings and work sessions are *typically* held in the Gast Building Large Conference Room, unless otherwise advertised. Meeting dates, times, and design review package deadlines are available from OPDCA. For additional information, forms, or to confirm deadlines and meeting dates, call 662.325.9403.
- ☐ Master Plan Committee Design Review Package shall include:
 - ☐ Cover Sheet
 - ☐ Existing Conditions
 - ☐ COLOR SITE PLAN, LANDSCAPING PLAN AND TRAFFIC/PARKING (Example: color trees, show open space as green, show building footprints, pavement and concrete should be gray)
 - ☐ Conceptual Site Grading Plan with Hydrological Analysis (detailed below)
 - ☐ Color Architectural Rendering/Illustrations
 - ☐ Building Floor Plans
 - ☐ Interior ADA Color Coded Floor Plans (detailed below)
 - ☐ Conceptual Lighting Plan
 - ☐ Underground Utility Plan
- ☐ Basic formatting and information requirements for site plans:
 - ☐ Be drawn to a scale between 1" = 10' through 1" = 100'
 - ☐ All drawings of a Project Design Review Package shall:
 - ☐ All drawings will be submitted electronically. However, paper copies may be requested from the applicant.

- ☐ Applicants should submit electronic drawings via e-mail, CD/DVD or thumb drive. CD/DVD's and thumb drives can be picked up from OPDCA after the meeting upon request.
 - ☐ be drawn mechanically, numbered sequentially, titled, and dated including brief description, campus planning project number and dates for all revisions
 - ☐ include names, addresses, telephone numbers, and email addresses of all professionals participating in the design.
 - ☐ Include a North arrow, graphic scale, and a legend of symbols used
- ☐ Color Images and Graphics Required: OPDCA uses PowerPoint presentations in all DRC and Master Plan meetings, and colorized versions of aerial maps, site plans, landscape plans, and architectural elevations/renderings are required for the presentation. With each updated version of the Master Plan Sub-Committee Design Review Package, new electronic files must be provided to the OPDCA in PowerPoint (16:9) format. (Please reduce file size as much as possible) Additional requirements may be requested for certain submittals.

EXISTING CONDITIONS:

- ☐ Most-recent aerial photo (or comparable document) of Site
- ☐ Show existing greenspace within or immediately adjacent to the area.
- ☐ Existing trees using a most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Indicate existing landscaping materials to be removed or relocated

COLOR SITE PLAN, LANDSCAPING PLAN, GRADING PLAN AND TRAFFIC/PARKING:

- ☐ Location of: proposed roads, medians/openings, traffic lanes, curb cut, driveways, setbacks, easements (ingress/egress, utility, and drainage, etc), property/lot/phase lines, building footprints, utility structures, light fixtures, fencing/walls, curb layout, parking striping, parking islands, sidewalk/hardscape elements, greenspace, and landscape areas/buffer
- ☐ Proposed location for proposed outdoor display and/or storage areas, service areas, loading areas, and solid waste management including enclosures for garbage containers, dumpsters, or compactors and the screening for these site elements
- ☐ Conceptual Landscape plan must be submitted with Tree Types (example: Large Deciduous, Medium Conifer, Small Ornamental), Shrub Types (Small Evergreen, Medium Deciduous), Ground Cover Types (Perennial, Evergreen Spreading) and Turf Type (Bermuda, Zoysia, Bluegrass). Also indicate any plant material that will remain from existing conditions.
- ☐ A very conceptual grading plan that addresses site hydrology. Provide at the least conceptual site plan proposes to handle post construction runoff and any measure that will lead to a **neutral** water quality discharge for storm water leaving the site. Post-construction run-off coefficient should be less than pre-construction coefficient. {Show calculations on conceptual plan} (**Neutral** meaning that the water leaving the site should contain no more particulate matter than that which entered the site.)

- ☐ Provide a basic parking/traffic analysis. (This will be necessary if the project is adjacent to a major road or parking area. Please provide diagrams of any oversized vehicles and fire access around the proposed facility. Please provide parking removed and replaced counts for the site. Please provide information for any queuing that may take place as a result of site development.)
- ☐ Provide a basic site lighting plan that is conceptual. Include fixtures that will be used on site.
- ☐ Please provide basic diagrams of any proposed underground utility improvements to the site.

COLOR ARCHITECTURAL RENDERING/ILLUSTRATION PLANS:

- ☐ Elevations must be provided for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, to include the following:
 - ☐ The TYPES of all exterior building materials to be used
 - ☐ The COLOR of all exterior building materials to be used
- ☐ Provide floor plans for all floor with all room types labeled. Show accessible routes and rooms that are accessible on a separate color coded plan; shown routes and elevators in one color, accessible restrooms in one color and accessible rooms in one color. If a floor plan of the entire facility is not available, please provide a written summary of how the interior of the facility will comply with ADA law.
- ☐ Provide screening methods for all mechanical electrical, utility, and communications equipment. The location of any rooftop units shall be graphically shown and labeled on the elevations. Rooftop units are general unacceptable to the university. Justification is necessary for any rooftop unit.

DEVIATIONS FROM MASTER PLAN COMMITTEE DESIGN REVIEW CHECKLIST:

- ☐ The OPDCA may require information, studies, or exhibits not listed on the checklist that are deemed to be necessary to evaluate the proposal; or waive certain requirements of the checklist if they are deemed to be unnecessary to evaluate the proposal.

OPDCA Representative

Date

By signing the line above, I agree that the requestor has met all the obligations required for submittal to the Master Plan Development and Advisory Sub-Committee Agenda and that some of the items above may or may have not been required based on the boxes checked above.

Printed Name

Signature

Date

By signing the line above, I agree that I, the requestor have met all the obligations required for submittal to the Design Review Sub-Committee Agenda and that some of the items above may or may have not been required based on the boxes checked above and on direction of the OPDCA.