

Design Review Committee (DRC) Review Requirements

Electronic Review: For renovation projects that do not change building massing, arrival sequence or exterior materiality the DRC will review the project electronically through BlueBeam Studio. Project Manager shall submit a single PDF document including the DRC Electronic Review Request Form with applicable submittal requirements identified below (including but not limited to existing conditions, photos, drawings, any material specifications, etc.) to the DRC Coordinator.
Please note the electronic review process may take up to 10 business days.

In-Person Review: The CSU DRC meets monthly. Projects that are new construction, an addition to existing building or change the exterior massing, arrival sequence or materiality shall be reviewed in person. Presentations to the DRC are made by the Architect/Engineer or Design/Build Team. Project team attendees may include Project Manager, Architect/Engineer or Design/Build Team and Clients. CSU Project Manager is responsible for coordinating DRC presentation dates with DRC Coordinator at the beginning of design phase.
Please note that DRC meetings are often booked two months in advance. DRC Presentation materials shall be submitted electronically to DRC Coordinator one week prior to the DRC Presentation.

***Construction Document Phase:** In-person DRC review is not required unless design changes occur that affect the building massing, materiality, site design, etc. DRC shall confirm CD drawing package conforms to design development approval in BlueBeam Studio Review. If any of the requirements for Design Development review are not incorporated at the time of the in-person review, they will be deferred to review at the Construction Document phase.
Please note the CD Phase electronic review process may take up to 10 business days.

****Construction Phase:** DRC review is not required unless design changes are made that affect the building exterior, site design, etc. or the DRC requests an in-place mock-up during an earlier review phase.

Existing Conditions (floor plans, photos, elevations, site conditions etc.)

Campus Context Plan

CR: As it fits within the related objectives of the campus Master Plan and Existing Campus Architectural Fabric, indicating existing and proposed development.

SD: As it fits within the related objectives of the campus Master Plan and Existing Campus Architectural Fabric, indicating existing and proposed development.

DD: Illustrating adjacent buildings, circulation and open space.

Site Plan/Landscape Plan

CR: Conceptual site plan and conceptual landscape plan delineating paved and planted areas.

SD: Conceptual site plan and landscape Plan delineating paved and planted areas

DD: Indicate finish floor elevations, utilities and access to the building, project boundary and limit of work. Landscape plan including but not limited to grading, drainage, signage, lighting, furnishings, plant species, installation size, and pavement materials.

Floor Plans

CR: Conceptual Floor Plans

SD: Floor Plans

DD: Include roof plan and associated mechanical equipment

Exterior Elevations/Perspectives/Massing (always include massing and elevations of adjacent buildings and structures and shadow simulations)

CR: Conceptual elevations - indicate all major materials. Detailed section through the building façade and site indicating materials and grade relationships.

SD: Elevations - indicate all major materials.

DD: Colored, ideally in perspective and multiple views of massing of 3-dimensional model including but not limited to pedestrian level.

Sustainability Goals

Budget - current project estimates, design as presented and alignment to contract budget. Note any alternates identified.

Exterior Materials/Equipment

CR: Identify critical exterior details

SD: Identify critical exterior details. Exterior building lighting and lighting and materials of transitional spaces (overhangs, vestibules, entrances, etc.). Information on any building mounted or site mounted equipment / utilities (example: cut sheets / illustrations for proposed equipment, building / site sections indicating equipment sizes and screening systems indicating view lines from adjacent public spaces, etc.).

DD: Provide the identified exterior details associated with various material intersections (for example, but not limited to glass and masonry). Identify exterior materials and material colors for site and building including samples.

Exterior building lighting and lighting of transitional spaces (overhangs, vestibules, entrances, lobbies).

Information on any building mounted or site mounted equipment / utilities (example: cut sheets / illustrations for proposed equipment, building / site sections indicating equipment sizes and screening systems indicating view lines from adjacent public spaces, etc.).

Exterior Signage.

Review Exterior Mock-Up Drawings (DRC will provide direction at DD on required mock-up reviews during construction).

Seasonal Shadow Studies

Material Samples/On-Site Mock-Up Review

If requested during an earlier phase by the DRC at least one review of on-site materials mock-up shall occur prior to installation.

	Conceptual Review (CR)	Schematic Design (SD)	Design Development (DD)	Construction Documents (CD)*	Construction**
Existing Conditions (floor plans, photos, elevations, site conditions etc.)	x	x			
Campus Context Plan					
CR: As it fits within the related objectives of the campus Master Plan and Existing Campus Architectural Fabric, indicating existing and proposed development.	x	x	x		
SD: As it fits within the related objectives of the campus Master Plan and Existing Campus Architectural Fabric, indicating existing and proposed development.					
DD: Illustrating adjacent buildings, circulation and open space.					
Site Plan/Landscape Plan					
CR: Conceptual site plan and conceptual landscape plan delineating paved and planted areas.	x	x	x		
SD: Conceptual site plan and landscape Plan delineating paved and planted areas					
DD: Indicate finish floor elevations, utilities and access to the building, project boundary and limit of work. Landscape plan including but not limited to grading, drainage, signage, lighting, furnishings, plant species, installation size, and pavement materials.					
Floor Plans					
CR: Conceptual Floor Plans	x	x	x		
SD: Floor Plans					
DD: Include roof plan and associated mechanical equipment					
Exterior Elevations/Perspectives/Massing (always include massing and elevations of adjacent buildings and structures and shadow simulations)					
CR: Conceptual elevations - indicate all major materials. Detailed section through the building façade and site indicating materials and grade relationships.	x	x	x		
SD: Elevations - indicate all major materials.					
DD: Colored, ideally in perspective and multiple views of massing of 3-dimensional model including but not limited to pedestrian level.					
Sustainability Goals	x	x	x		
Budget - current project estimates, design as presented and alignment to contract budget. Note any alternates identified.	x	x	x		
Exterior Materials/Equipment					
CR: Identify critical exterior details					
SD: Identify critical exterior details. Exterior building lighting and lighting and materials of transitional spaces (overhangs, vestibules, entrances, etc.). Information on any building mounted or site mounted equipment / utilities (example: cut sheets / illustrations for proposed equipment, building / site sections indicating equipment sizes and screening systems indicating view lines from adjacent public spaces, etc.).	x	x	x		
DD: Provide the identified exterior details associated with various material intersections (for example, but not limited to glass and masonry). Identify exterior materials and material colors for site and building including samples.					
Exterior building lighting and lighting of transitional spaces (overhangs, vestibules, entrances, lobbies).					
Information on any building mounted or site mounted equipment / utilities (example: cut sheets / illustrations for proposed equipment, building / site sections indicating equipment sizes and screening systems indicating view lines from adjacent public spaces, etc.).					
Exterior Signage.					
Review Exterior Mock-Up Drawings (DRC will provide direction at DD on required mock-up reviews during construction).					
Seasonal Shadow Studies		x	x		
Material Samples/On-Site Mock-Up Review				x	x