

Initial/check all items below to verify that your submittal includes all submittal requirements:

_____ **Electronic Copy** of the *application* and *all supporting documents on a USB*

_____ **Completed Application**

_____ **Three (3) sets** of the following folded to be no larger than 9"x 12":

_____ Schematic site plan at a scale of not less than one (1) inch equals (20) feet with:

- Dimensioned property lines
- Exterior elevations
- Building setback lines
- Easements identified
- Existing and proposed construction
- Location of driveways, parking areas, A/C units
- Topographic contours of the existing grades and proposed finished grades at two-foot intervals minimum for a distance twenty-five (25) feet from the face of the existing and proposed landscape material
- Landscape material proposed to be removed
- Identify any accessory structure (proposed or existing)
- Roof pitch/slope

_____ Schematic floor plans (minimum scale of one quarter (1/4) inch equals one (1) foot showing overall building dimensions.

_____ Schematic building elevations (minimum scale of one quarter (1/4) inch equals one (1) foot showing vertical dimensions, fenestration, and any existing construction where an addition or modification is proposed.

_____ All existing building materials *and* proposed materials and colors shall be shown on the building elevations.

_____ Window/Door color and trim size

_____ Color photographs of all buildings located on adjoining property.

_____ Color photographs of all building facades of existing construction for projects involving remodeling or additions.

Staff may request other documentation, materials, and other specific information prior to the meeting.

- It is recommended you attend an ARB meeting before your scheduled meeting to confirm the feasibility of your project.
- Professionally sealed plans are not required for ARB review.
- Plans for projects involving alterations and repairs, which do not affect the outward appearance of a building, and *existing* home decks, fences, window replacements and roofing shingle replacements shall not require approval of the Architectural Review Board.
- All full-size application materials should be folded to no larger than 10"x12".
- Revised plans with any changes predicated by the ARB will need to be submitted with the building permit application to the Department of Planning & Development.

**With my signature, I acknowledge that if my submitted application is incomplete, my petition may not be added to the meeting agenda.*

X _____
Applicant Signature Date