

CHECKLIST OF INFORMATION REQUIRED FOR A HEARING BEFORE THE ARCHITECTURAL REVIEW BOARD

One (1) copy of the application form plus all drawings are required (photographs, product literature and color palettes). Submit application, support documents by the date indicated above for approval. **Please submit eleven (11) copies of any color or oversized drawings. APPLICANT IS HEREBY NOTIFIED TO BE PRESENT OR HAVE AN AUTHORIZED AGENT ATTEND THE MEETING.** AN APPLICATION WILL NOT BE HEARD, EVEN IF APPLICANT APPEARS AT THE MEETING, UNLESS REQUIRED MATERIALS ARE SUBMITTED BEFOREHAND AS OUTLINED HEREIN. Application must be approved by the Secretary to the Board before being placed on the ARB agenda for the next meeting.

| | | |
|-------------------------------|-----------------|-------------------------------------|
| STANDARD HEARING FEES: | \$50.00 | Owner-occupied Residential |
| | \$250.00 | Commercial/Other Residential |

APPLICATION AND SUPPORT DOCUMENTS MUST INCLUDE:

DRAWINGS:

Drawings are required for both renovations and additions to existing buildings, as well as new construction. All drawings must be drawn to scale and be legible. The minimum size scale for site plans is 1" = 30'0"; the minimum scale for floor plans is 1/8" = 1'0"; and the minimum scale for exterior elevations is 1/8" = 1'0". The scale for other items, such as signs and details, shall be as large as necessary to fully define the detail of those items. Major projects with very large buildings may vary from the scale referenced above to be more reasonably presented.

SITE PLAN:

Indicate overall property dimensions and building size and location on the property.

Indicate relationship of adjacent buildings, if any.

Indicate layout of all driveways and parking on the site.

Indicate all fences and signs with dimensions as required to show exact locations.

Indicate existing trees and existing and new landscaping.

FLOOR PLAN:

Indicate locations and sizes of all exterior doors and windows.

Indicate all porches, steps ramps and handrails.

For renovations or additions to existing buildings, indicate all existing conditions and features, as well as the revised conditions and features and the relationship of both.

EXTERIOR ELEVATIONS:

Indicate all four elevations of the exterior of the building.

Indicate the relationship of this project to adjacent structures, if any.

Indicate exposed foundation walls, including the type of material, screening, dimensions, and architectural elements.

Indicate exterior wall materials, including type of materials, dimensions, architectural elements and colors.

Indicate exterior windows and doors, including type, style, dimensions, materials, architectural elements, trim, and colors.

Indicate all porch, stair, and ramp railings, including type of material, dimensions, architectural elements, and color.

Indicate all porch, stair, and ramp failings, including type of material, dimensions, architectural elements, trim, and color.

Indicate roofs, including type of material, dimensions, architectural elements, associated trims and flashings, and color.

Indicate all signs, whether they are building mounted or freestanding, including material, style, architectural elements, size and type of letters, and color. The signs must be drawn to scale in accurate relationship to the building and the site.

MISCELLANEOUS:

Show enlarged details of any special features of either the building or the site that cannot be clearly depicted in any of the above-referenced drawings.

PHOTOGRAPHS:

RENOVATIONS/ADDITIONS TO EXISTING BUILDINGS:

Provide at least four overall photographs per building so that all sides are clearly shown. In addition, photographs depicting the A streetscape@ C that is, the immediate vicinity and all adjacent buildings C should be supplied.

If doors and/or windows are to be modified, provide a photograph of each door to be changed and at least one representative photograph of the type of window to be altered or replaced.

Provide any additional photographs as required to show specific details of any site or building conditions that will be altered or modified in any way by the proposed construction.

NEW CONSTRUCTION:

Provide photographs of the site for the proposed new construction in sufficient quantity to indicate all existing site features, such as trees, fences, sidewalks, driveways, and topography.

Provide photographs of the adjoining A streetscape, including adjacent buildings to indicate the relationship of the new construction to these adjacent properties.

DESCRIPTIVE PRODUCT LITERATURE/BROCHURES:

Provide samples, photographs, or detailed, legible product literature on all windows, doors and shutters proposed for use in the project. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.

Provide descriptive literature, samples, or photographs showing specific detailed information about signs and letters, if necessary to augment or clarify information shown on the drawings. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.

Provide samples or descriptive literature on roofing material and trim to augment the information on the drawings. The information must indicate dimensions, details, material, color, and style.

Provide samples or literature on any exterior light fixtures or other exterior ornamental features, such as wrought iron, railings, columns, posts, balusters, and newels. Indicate size, style, material, detailing, and color.

COLORS:

The ARB has adopted palettes of historic colors from several paint manufacturers that represent acceptable historic colors for use in the various districts. Copies of these color palettes can be obtained from the specific paint suppliers/manufacturers.

Colors must be selected and samples submitted to the ARB during the approval process. The selection must be made for any exterior feature requiring paint, such as foundations, siding, windows and doors, shutters, columns and railings, miscellaneous trim, signs, fences, and any other items.

MISCELLANEOUS:

At the discretion of the ARB or the Secretary of the ARB, the materials provided for the ARB hearing may be retained and become the property of the ARB for reference purposes and for enforcement of the construction of the project in compliance with the approved design.