

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

_____ **Electronic Copy of application and all supporting documents**
_____ **Completed Application**

Five (5) sets of the following folded to be no larger than 10"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 and parking areas
- 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)

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

_____ Schematic building elevations (at a minimum scale of one quarter (1/4) inch equals one (1) foot showing vertical dimensions, fenestration, *proposed materials and colors*, and any existing construction where an addition or modification is proposed. All existing *building materials* shall be indicated on the existing building elevations.

_____ Color photograph of all buildings located on adjoining property. Color photographs of all building facades of existing construction for projects involving remodeling or additions.

Additional Information to all Architectural Review Board Applicants

The ARB may request other documentation, materials, and other specific information.

- 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