

## **IMPORTANT SUBMISSION INFORMATION**

### **Village District Review:**

For any Village District Review, application must be made **SIMULTANEOUSLY** with any application to Planning and Zoning

### **Architectural Review Board:**

Strongly recommends a preapplication meeting

Architectural Review Board must review and issue a report **BEFORE** any application is made to P&Z

APPLICANT'S NAME

ADDRESS

OWNER'S NAME

ADDRESS

PROPERTY LOCATION

ZONING DISTRICT

WLR

VOLUME

PAGE

TAX MAP #

LOT #

ACREAGE

**THE FOLLOWING MATERIALS SHALL BE ATTACHED:**

- \* Eight (8) complete **COLLATED/FOLDED** sets are required – 11" x 17" Plan Copies
- \* All plans shall be equal in sheet size, collated into sets (either stapled or clipped), with **maps folded**, not rolled.
- \* All submitted plans and documents shall bear an **original signature, seal, and license number** of the professional responsible for preparing each item.

\_\_\_ ELECTRONIC SUBMISSION OF ALL APPLICATION MATERIALS (PDF BY EMAIL)

- \_\_\_ i. An application form;
- \_\_\_ ii. A statement describing the proposed project (use page 2 or attach separate sheet);
- \_\_\_ iii. The following plans, where applicable, based on the nature of the proposed project:
  - \_\_\_ 1. An A-2 survey for any proposal involving the physical enlargement of a building, structure, parking area and/or vehicle access aisle.
  - \_\_\_ 2. A site plan drawn at a scale of no greater than 1" = 60', incorporating an A-2 survey (when required), of the property sufficient to show the location of:
    - a. wetlands, upland buffers, watercourse and flood zones, if any;
    - b. existing and/or proposed buildings and appurtenances thereof;
    - c. existing and/or proposed parking accommodations;
    - d. existing and/or proposed lighting
    - e. existing and proposed buffer strips and landscaping;
    - f. access and egress details for pedestrian and vehicular traffic;
    - g. existing and/or proposed signs, and
    - h. adjacent roads, curb cuts, and width of rights-of-way and travel way.
    - i. easements, regulatory setbacks, historic covenants or other historic assets.
  - \_\_\_ 3. Floor plans at each level showing the basic divisions of the building, all entrances, exits and loading and service areas.

- \_\_\_\_ 4. A description of the architectural vernacular of proposed construction and its architectural relationship to other buildings within 500 feet.
- \_\_\_\_ 5. Elevation drawings of all sides of the building, with dimensions, finish materials, fixtures, lighting, signage, landscape and colors indicated.
- \_\_\_\_ 6. Samples of all finish materials to be used on the exterior of the building.
- \_\_\_\_ 7. A roof plan showing all mechanical equipment, vents, hatches, skylights, solar arrays, wind turbines, green roofing etc., and the type and extent of screening to be provided.
- \_\_\_\_ 8. A signage plan with a scaled drawing showing the design of any proposed signage, including dimensions (length, width, height), a drawing of sign design and content, colors of sign, materials for construction and illumination, together with a site plan showing location of proposed free-standing sign and/or building elevations showing location and proportions of wall signs.

**THE APPLICANT** understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted and is responsible for the payment of all legal notices incurred.

**THE UNDERSIGNED WARRANTS** the truth of all statements contained herein and in all supporting documents according to the best of his or her knowledge and belief; and hereby grants visitation and inspection of the subject property as described herein.

---

APPLICANT'S SIGNATURE

DATE

TELEPHONE

---

OWNER'S SIGNATURE

DATE

TELEPHONE

**PROJECT NARRATIVE:**