

FINAL SITE PLAN REVIEW

By the

ARCHITECTURAL REVIEW BOARD

Checklist of Requirements

NOTE TO APPLICANTS: The following information is required, unless specifically waived by the ARB, prior to processing a Certificate of Appropriateness review. The ARB may require additional materials, depending on the proposal. Include this checklist with your submittal package. Your package should include 12 submittal packets. Each packet should contain folded copies of each of your submittal materials.

Project Name: _____

1. Complete application for final review, including:
 - Tax map and parcel numbers
 - Location and street address
 - Name of contact person with current address, phone numbers, and fax number
 - Written description of proposal (include a separate sheet if necessary; identify changes from preliminary submittal)
 - Written narrative of how proposal is compatible with the surrounding area and the Entrance Corridor (Include a separate sheet if necessary)
 - Certificate of Appropriateness fee
2. 12 copies of a complete landscape plan that includes the following:
 - All proposed landscaping that meets or exceeds the requirements outlined in the ARB guidelines.
 - A landscape key
 - Location of existing and proposed tree line(s)
 - Location of significant individual trees (6: caliper or greater) and significant group of trees, with trees indicated by common name and caliper.
 - Location of belowground utilities and associated easements; location and height of aboveground utilities and easements.
3. 12 copies of all elevations of the building that will be visible from the Entrance Corridor
4. 12 copies of a complete lighting plan that includes:
 - Location of all proposed wall and site lighting
 - Descriptions of proposed lighting fixtures, including manufacturer's cut sheets for all proposed fixtures, and information on illumination type, intensity, style, shielding, color, and height.
 - Indication that lighting plan has been coordinated with landscaping plan
5. Samples of all proposed materials and colors
6. 12 copies of color perspective sketches, showing the proposed development as seen from the Entrance Corridor.
7. 12 copies of any additional material the applicant believes will clarify the proposal.
8. Appropriate Fees paid in full.