

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews.

A. Design & Historic Preservation Master Application Form

- Please complete all information on the application form. Fees are required for most applications.

B. Taxpayer Protection Form

- Please indicate if the value of the work presented in the application is under or over \$25,000. If over \$25,000, please list the parties of interest in the project. Architects and other agents representing the owner should **not** be listed unless they have an ownership/investment interest in the project.

C. Application fee

- Application fees are required for all projects. See the adopted fee schedule or consult with staff to determine the amount of the application fee.

D. Photographs

- Color photographs. Identify the photographs with project address, applicant's name, address, telephone/fax number/e-mail, and date. Please include: clear views of the site showing the setting and clear views of the existing elevations of the building (if applicable), and details of areas affected by the project.

D. Site Plan

- A survey of the existing conditions on the site
- Partial site or floor plan of affected area

E. Roof Plan

- Show location and screening of all exterior mechanical equipment if proposed to be changed.

F. Elevations

- Building heights
- General appearance and architectural character
- Elevations of existing buildings adjacent to front elevation
- Conceptual locations and dimensions of signs
- Material call-outs (using notes on elevations drawings)

G. Details

- Exterior details/sections (canopies, balconies, doors, eaves, bulkheads, reveals, soffits, returns, and applied materials, etc.)
- Large-scale details/sections of windows showing, recess, casings, etc.
- Submit window samples if simulated (surface-applied) muntins are proposed

H. Exterior lighting

- Show location, type of fixture, and catalog cut sheets or manufacturer's illustration

I. Sections (cross and longitudinal)

- Building walls (including freestanding walls)
- Floor-to-floor dimensions

J. Color and Material Board

- Include samples of all proposed exterior materials and paint colors, including materials for glazing and paving (except clear glass). Identify all samples with manufacturer's name and item specification number (including catalog cut – photographs of an existing installation may be accepted in place of product literature). The presentation board shall be 8.5" x 11" (or foldable).