



## Design and Review Board Review Application Submittal Requirements

*No Certificate of Appropriateness, Sign Review, or Development Plan Recommendation application will be accepted for review by the Design & Review Board, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator*

### **Information entered into a Design and Review Board Application on Viewpoint Cloud**

1. The location of the subject property;
2. A complete detailed description of the proposed alteration, construction, demolition, removal, or other external change to structures or site elements, including materials and colors;
3. Any additional information required by ViewPoint Cloud based on the proposal;
4. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
5. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

### **Information Uploaded to a Design and Review Board Application on Viewpoint Cloud**

6. Photos of the portion of the site where proposed changes will be occurring;
7. Manufacturer's literature, color samples, and photos of material samples for all new, or changes to, a building or site element;
8. Scaled and legible graphics or plans illustrating all proposed exterior changes. Such scaled graphics or plans shall include the design, colors, dimensions, materials, sign text, illumination method, landscaping species, and the location of all proposed changes;
9. For any new building or site element (fencing, landscaping, parking area, driveway, etc.), or changes to the footprint or location of a building or site element, a scaled site plan including all property lines, buildings and site elements;

### **Applications for the Demolition of a Structure Shall Also Include:**

10. Photographic documentation of the structure, inside and out, showing existing conditions;
11. A written evaluation of the structure's current condition and the cause of such structures state of disrepair, as applicable;
12. A written statement outlining the reasons for demolition, alternatives to demolition that have been considered and the demolition's conformance with Section 1105.08(e); and
13. Architectural plans for proposed new construction on the site or reconstruction of the structure, as applicable.

### **Additional Information**

14. Color and material samples required in 7. above shall be made available to the Design and Review Board and
15. Any other information necessary for the evaluation an application to the Design and Review Board as deemed necessary by the Zoning Administrator.