



APPEARANCE REVIEW COMMISSION BUILDING & SITE IMPROVEMENTS SUBMITTAL REQUIREMENTS

1. A completed Application for Hearing including the property owner's authorization (signature).
2. A letter summarizing what is proposed.
3. Building Improvements
Submit eleven (11) copies/prints of the total building elevation to which improvements are proposed. Show before/existing and proposed. The proposed elevation drawing must:
 - a. be in scale
 - b. show all dimensions
 - c. label proposed building materials
 - d. label existing to remain building materials
 - e. include a detailed material schedule; manufacture, type, color.
 - One copy or rendering must be submitted in true color. Depending on improvement photographs may be used.
 - Material samples must be submitted.
 - Catalog cut sheet must be submitted for certain items, i.e. light fixtures.
4. Site Improvements
Submit eleven (11) copies/prints of the total site to which improvements are proposed. The proposed site drawing, if applicable, must:
 - a. be in scale – ALL DRAWINGS
 - b. show property lines & provide a north arrow
 - c. show new addition(s) or building(s)
 - d. show parking layout with stall & aisle dimensions
 - e. show entrance & exit drives
 - f. show locations of light poles; if new lighting, submit photometric plan
 - g. show landscaping; indicate existing to remain, locate proposed tree(s) & plant materials. Provide plant schedule; name, quantity, size.
 - h. locate with dimensions any proposed ground sign(s) (additional information required – see sign submittal requirements)

A complete submittal must be received by the Department of Community Development at least 2 weeks prior to a meeting.

Incomplete submittals will not be processed/accepted.