



# ARB APPLICATION

## Application Requirement Checklist

### Application & Supporting Materials

- 1 CD** - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.  
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.
- 2 ORIGINAL SIGNED AND NOTARIZED ARCHITECTURAL REVIEW BOARD APPLICATION FORM** - ONE (1) ORIGINAL AND ONE (1) COPY
- 3 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY** - ONE (1) COPY
- 4 TAX PARCEL IDENTIFICATION MAP (8.5x11 or 11x17)** indicating property owners and parcel numbers for all parcels within 500 feet of the site. ONE (1) COPY
- 5 LIST OF CONTIGUOUS PROPERTY OWNERS** within 150 feet of the perimeter of the property based on the County Auditor's current tax list - ONE (1) COPY THAT INCLUDES:
  - A** Parcel number
  - B** Owner name

### Plans & Maps

All plans require **FOURTEEN (14) small (11 x 17) and ONE (1) large (22 x 34) to scale copies unless otherwise noted. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.**

- 1 SCALED SITE/STACKING PLANS**- SHOW THE FOLLOWING:
  - A** North arrow and bar scale.
  - B** Location, size and dimensions of all existing and proposed conditions and structures (significant natural features, landscaping for commercial projects, structures, additions, decks, access ways, parking).
  - C** Proposed uses (development density, number of dwellings, building types and square footages, parking, open space, etc.).
  - D** Size of the site in acres/square feet.
  - E** All property lines, setbacks, street centerlines, rights-of-way, easements, and other information related to the site.
  - F** Existing and proposed (if applicable) zoning district boundaries.
  - G** Use of land and location of structures on adjacent properties.
- 2 GRADING PLAN** - (if applicable)
- 3 LANDSCAPING PLAN** - (if applicable)
- 4 PEDESTRIAN AND BICYCLE CIRCULATION PLAN** - (if applicable)
- 5 LIGHTING PLAN** - (if applicable)
- 6 UTILITY AND/OR STORMWATER PLAN** - (if applicable)
- 7 TREE SURVEY, TREE PRESERVATION AND TREE REPLACEMENT PLANS.** - (if applicable)
- 8 ARCHITECTURAL ELEVATIONS** with proposed colors and materials noted. - (if applicable)
- 9 MATERIAL/COLOR SAMPLES** - (swatches, photos, plans, or product specifications), including manufacturer name and product number, as applicable.- One (1) Copy



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### **9** SIGN PLAN - SHOW THE FOLLOWING: (if applicable)

- A** Location of signs and sign type (wall, ground, projecting, or window).
- B** Sign dimensions, including letter sizes and proposed distance to top of sign from grade.
- C** Copy layout and lettering styles (fonts).
- D** Total area of sign face (including frame).
- E** Type of illumination, if provided.