



INFORMAL ARB REVIEW

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 (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 AND ARCHITECTURAL 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, right-of-ways, 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.
 - H** Scaled, architectural elevations (if applicable) with proposed colors and materials.