

## Application Cover Sheet: Basic Project Information & Certification

### Purpose of Application (check all that apply):

- Architectural Review  
  Conditional Use  
  Demolition  
  Planned Unit Dev.  
  Rezoning  
  Landscape Review  
  Special Permit

### Property & Project Information:

Property Address:

Brief Project Description:

### Applicant Information:

Applicant Name:

Applicant Address:  ,  ,

Applicant Email & Phone:

### Property Owner Information:

Owner Name:

Owner Address:  ,  ,

Owner Email & Phone:

### Attorney/Agent Information:

Agent Name:

Agent Address:  ,  ,

Agent Email & Phone:

- Completed Worksheets:**  
  Project Worksheet (Sheet A)  
  Architectural Review (Sheet B)  
  Tree Commission (Sheet D)

### Signatures:

The attached application package is complete and accurate to the best of my knowledge. I understand that the City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc. may delay review.

Applicant Signature:  Digitally signed by David E. Jamison  
DN: cn=David E. Jamison, o=Clarke Architects, Inc., ou=Project Facilitator, email=dejamison@clarkearchitects.com, c=US  
Date: 2020.02.19 15:31:39 -05'00' Date:

Owner Signature:  Digitally signed by Theodore P. Pennington  
Date: 2020.02.20 14:40:00 -05'00' Date:

Agent Signature:  Digitally signed by David E. Jamison  
DN: cn=David E. Jamison, o=Clarke Architects, Inc., ou=Project Facilitator, email=dejamison@clarkearchitects.com, c=US  
Date: 2020.02.19 15:32:06 -05'00' Date:

**Internal Use:**

Application #:  Board Referrals:  ARB    BZAP    City Council    Tree Commission

Staff Signature:  Date:

## Application Cover Sheet: Review Fee Worksheet

Estimated Valuation of Project: \$

### Minor Architectural Review (Ex. Roof, window, siding)

Based upon the valuation of the project:

- \$50.00 for 1st \$10,000 valuation	\$ <input type="text"/>
- \$5.00 for each additional \$10,000 valuation.	\$ <input type="text"/>

### Major Architectural Review (Ex. New Construction, Additions, Garages, Decks, Pergola)

Based upon the valuation of the project:

- \$90.00 for the 1st \$10,000 valuation	\$ <input type="text" value="90.00"/>
- \$5.00 for each additional \$10,000 valuation	\$ <input type="text" value="10.00"/>
- \$600.00 cap	\$ <input type="text"/>
- \$50.00 resubmittal fee	\$ <input type="text"/>

### Variance Review

Single Family:	\$100.00	\$ <input type="text"/>
Commercial Property:	\$100.00	\$ <input type="text"/>
Fences or Special Permits:	\$65.00	\$ <input type="text"/>
All others:	\$90.00	\$ <input type="text"/>

### Zoning Fees

Rezoning:	- \$250.00 up to 1 acre site	\$ <input type="text" value="250.00"/>
	- \$60.00 for each additional acre (or part thereof)	\$ <input type="text"/>
Requests for amendment to PUD Plans:	\$300.00	\$ <input type="text"/>
Split of lot or existing parcel:	\$250.00	\$ <input type="text"/>
Replatting or new plat:	\$250.00	\$ <input type="text"/>

### Sign Review and Architectural Review for Commercial Properties

Project Value	Fee	
\$0 to \$5,000	\$100.00	\$ <input type="text"/>
\$5,001 to \$25,000	\$200.00	\$ <input type="text"/>
\$25,001 to \$75,000	\$250.00	\$ <input type="text"/>
\$75,001 to \$200,000	\$600.00	\$ <input type="text"/>
\$200,001 to \$750,000	\$1,000.00	\$ <input type="text"/>
Over \$750,000	\$350.00	\$ <input type="text"/>
Fences and walls:	\$65.00	\$ <input type="text"/>
Special Permit, Conditional Uses and All others:	\$90.00	\$ <input type="text"/>
Re-submittal Fee:	\$50.00	\$ <input type="text"/>

### Appeals

Appeal of ARB decision to BZAP:	\$50.00	\$ <input type="text"/>
Appeal of BZAP decision to City Council:	\$250.00	\$ <input type="text"/>

**Fee Total:** \$

## Project Worksheet

Residential       Commercial

Property Address:

Zoning District:

- |   |  |
|---|--|
| <input type="checkbox"/> R-1 (25% Building & 40% Overall) | <input checked="" type="checkbox"/> R-6 (35% Building & 60% Overall) |
| <input type="checkbox"/> R-2 (25% Building & 50% Overall) | <input type="checkbox"/> R-12 (35% Building & 70% Overall)           |
| <input type="checkbox"/> R-3 (25% Building & 50% Overall) | <input type="checkbox"/> Other: <input type="text"/>                 |

*\* Overall coverage includes hardscape*

Lot Info:      Width (ft.):       Depth (ft.):       Total Area (SF):

**Primary Structure Info:**

Existing Footprint (SF):	<input type="text" value="902.6"/>	
Proposed Addition (SF):	<input type="text" value="256"/>	2nd & 3rd story addition - no increase in footprint SF
Removing (SF):	<input type="text" value="0"/>	(Type of Structure): <input type="text"/>
Proposed new primary structure or residence (SF):	<input type="text"/>	
Total Square Footage:	<input type="text" value="256"/>	

**Garage and/or Accessory Structure Info (Incl. Decks, Pergolas, etc):**

Existing Footprint (SF):	<input type="text"/>	New Structure Type: <input type="text"/>
Proposed Addition (SF):	<input type="text"/>	Ridge Height: <input type="text"/>
Proposed New Structure (SF):	<input type="text"/>	Is there a 2nd floor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total of all garage and accessory structures (SF):	<input type="text"/>	2nd Floor SF: <input type="text"/>
Total building lot coverage (SF):	<input type="text"/>	= <input type="text"/> % of lot
Is this replacing an existing garage and/or accessory structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Hardscape:**

Existing Driveway (SF):	<input type="text"/>	Existing Patio (SF):	<input type="text"/>	Existing Private Sidewalk (SF):	<input type="text"/>
Proposed Additional Hardscape (SF):	<input type="text"/>				
Total Hardscape (SF):	<input type="text"/>				

**Totals:**      Total overall lot coverage (SF):  =  % of lot

Applicant Initial:

<b>Internal Use:</b>	Staff Review Date: <input type="text"/>	<input type="checkbox"/> Meets Zoning	<input type="checkbox"/> ARB Only	<input type="checkbox"/> Variance or Modifications Needed
	Staff Comments: <input type="text"/>	Staff Initial: <input type="text"/>		

## Architectural Review Worksheet

Design changes involving window, siding, roof replacement projects, detached garages, accessory structure, and deck construction may be reviewed and approved by the Design Consultant and/or Zoning officer, if it meets all zoning code requirements and maintenance improvements conforming to the "SPECIFIC STANDARDS" in the Residential Review District Residential Design Guidelines. It may be directed to the Architectural Review Board or Board of Zoning and Planning for review and/or approval, if required by staff. Design approval is required in order to obtain a Building Permit. Work performed prior to an approval is subject to triple fees.

Please provide photos of the existing structure with this form

Please indicate the existing materials and the proposed changes of exterior materials to be used in the completion of your design project. Check all that apply in each category below:

Roofing     House or Principal Structure     Garage Only     House & Garage

Existing Roof Type:     Slate     Clay Tile     Wood Shake     Std. 3-tab Asphalt Shingle  
 Arch. Dimensional Shingles     EPDM Rubber     TPO Rubber     Metal

New Roof Type:     Slate     Clay Tile     Wood Shake     Std. 3-tab Asphalt Shingle  
 Arch. Dimensional Shingles     EPDM Rubber     TPO Rubber     Metal

New Shingle Manufacturer:

New Roof Style & Color:

Windows     House or Principal Structure     Garage Only     House & Garage

Existing Window Type:     Casement     Fixed     Exterior Storm     Other:   
 Double Hung     Awning     Horizontal Sliding

Existing Window Materials:     Aluminum Clad Wood     Wood     Metal  
 Vinyl Clad Wood     Aluminum     Other:

New Window Manufacturer:

New Window Style/Mat./Color:

Doors     House or Principal Structure     Garage Only     House & Garage

Existing Entrance Door Type:     Wood     Insulated Metal     Fiberglass     Sidelights     Transom Windows

Existing Garage Door Type:     Wood     Insulated Metal     Fiberglass

Door Finish:     Stained     Painted

Proposed Door Type:     Style:     Color:

Exterior Trim

Existing Door Trim:     Cedar     Redwood     Pine     Std. Lumber Profile  
 Wood Composite     Aluminum Clad     Molding     Vinyl     Other:

Proposed New Door Trim:

Existing Window Trim:     Wood     Redwood     Pine     Std. Lumber Profile  
 Vinyl     Other:

Proposed New Window Trim:     Trim Color(s):

Do the Proposed Changes Affect the Overhangs?     Yes     No

## Architectural Review Worksheet (Continued)

Exterior Wall Finishes

Existing	Proposed	Type:	Manufacturer, Style, Color:
<input type="checkbox"/>	<input type="checkbox"/>	Natural Stone	
<input type="checkbox"/>	<input type="checkbox"/>	Cultured Stone	
<input type="checkbox"/>	<input type="checkbox"/>	Brick	
<input type="checkbox"/>	<input type="checkbox"/>	Mortar	
<input type="checkbox"/>	<input type="checkbox"/>	Stucco	
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shingle	
<input type="checkbox"/>	<input type="checkbox"/>	Wood Siding	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vinyl Siding	Match Existing
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Siding	
<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="text"/> <input type="text"/>

**Staff Confirmation (to be completed by Residential Design Consultant:**

Date of Review:

Approved By:

To be reviewed by ARB on:

Conditions/Stipulations:

Staff Initials: