



## Architectural Review Board Application Checklist

### EXTERIOR CHANGES, ADDITIONS or NEW DETACHED STRUCTURES:

- Site Plans – need the following:
  - Drawn to a recognizable scale like  $\frac{1}{4}'' = 1'-0''$  OR with significant dimensions
  - Showing footprint(s) of all existing and proposed structures
  - Setback of all structures from the property lines
  - Onsite parking and drives (and if any changes to the foot print)
  - Location of structures on adjacent lots
- Elevations of all sides, differentiating existing from proposed
  - Scaled and with dimensions
- Photographs of all sides of current existing structure
- Sectional details with dimensions of structural members and materials from foundation to roof assembly
- Floor Plans to scale
- All exterior materials and colors
- Trade-off worksheet – for New Dwellings only
- Landscape plan(if applicable)
- Tree preservation plan (if required by ARB)

### ADDITIONAL INFORMATION FOR NEW SINGLE FAMILY:

- Demolition Statement (if needed)
- Zoning sheet – showing lot coverage, setbacks, etc.
- Contextual information showing the relationship of new structure to neighboring properties:
- Elevations of streetscape including relative roof heights
- Showing footprint(s) of all existing and proposed structures
- Setback of all structures from the property lines
- Onsite parking and drives (and if any changes to the foot print)
- Location and setbacks of structures on adjacent lots • All exterior materials and colors
- Landscape plan
- Tree preservation plan (if required)
- Interior changes to any load bearing walls – submit header plans