



Architectural Review Board

Concept Plan/Advisory Review Submittal Requirements Checklist

Part A: Applicant Contact and Parcel Information

Project name: _____

Tax map and parcel #: _____

Street address/location: _____

Location of property (landmarks, intersections, or other): _____

Part B: Advisory Review Requirements Checklist

Important Note: Submittal packages must contain (8) collated copies of all information unless otherwise indicated.

A. Written description of the proposal

- Provide a general description of all proposed work.
- Explain how the proposal is compatible with the surrounding area and the Entrance Corridor.

B. Sketch plan showing the following (*drawn to the scale of 1"=20', clearly legible and folded*):

- Location(s) of proposed building(s) on the site.
- Schematic layout of parking, travelways, and other improvements.
- Location of existing and proposed tree lines. Individually identify trees of 6-inch caliper or greater.
- Existing and proposed topography and conceptual grading drawn with contour intervals of 5-feet or less, and with sufficient offsite topography to describe prominent and pertinent off-site features and physical characteristics, but in no case less than 50-feet outside of the site.
- Sheet number, total number of sheets, date of the drawings, date and description of the latest revision, and contact information for the firm preparing the drawings in the title block on all drawings.

C. Appearance of the proposed building(s)

- Show a representation of the appearance of the proposed building(s). This may include architectural elevations, perspective sketches, or photos of the proposed building(s). These documents should provide a basic understanding of:
 - The size, form and scale of the building.
 - The architectural style of the building.
 - The proposed building materials and color(s).

D. Additional material

- Provide labeled, color, 8-1/2" x 11" photographs of the site as seen from both directions on the Entrance Corridor.
- The applicant is welcome to submit any additional material that will make the conceptual review more productive. Drawings or other submittal items that clarify topography, visibility, utilities, landscaping, or other unique or unusual conditions are welcome.

Part C: Applicant Agreement

Applicant must read and sign

- Each application package must contain (8) folded copies of all plans and documents being submitted. Only (1) set of building material samples is required. All submittal items, including building material samples, become the property of Albemarle County. Applicants are encouraged to maintain duplicate copies of all submittal items in their own files.
- All information in this checklist is required, unless specifically waived by the ARB, prior to processing an advisory or concept plan review by the ARB. Additional submittal materials may be required, depending on the proposal.
- Only complete application packages will be scheduled for ARB review. The application package is not complete without this checklist, completed, signed, and included with the required submittal materials indicated on the checklist.

In representing the above referenced firm submitting this application for review, I hereby state that the information provided on this application, and all accompanying information, is accurate, true and correct to the best of my knowledge, and that the attached plans contain all information required by this checklist.

Signature of person completing checklist

Date

Printed Name / Title

Daytime phone number of Signatory

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