



Architectural Review Board

Checklist of Submittal Requirements

COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS Building Permits where the change is 50% or less of the altered elevation

Part A: Applicant Contact and Parcel Information

Project name: _____

Contact person: _____

Part B: Submittal Requirements

Note: Submittal packages must contain 2 folded and collated paper copies of all information unless otherwise indicated, **AND**, if the application is not being submitted as a Digital Development Application, 1 digital copy of all plans and documents, **preferably flattened PDFs**, is required **on a USB flash drive**.

A. Written description of the proposal

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

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

- 1 Location of all proposed changes in relation to the Entrance Corridor street.
- 2 If mechanical equipment or accessory structures are altered or added, then identify those features, their locations, and screening that will eliminate visibility from the Entrance Corridor.

C. Landscape plan showing the following (*drawn to the scale of 1"=20', clearly legible*):

- 1 Existing landscaping to be removed. Include the location, size, and species.
- 2 Proposed landscaping.
- 3 Landscape schedule indicating plant species with common and botanical names, plant quantity, size at planting, and symbol used.

D. If new lighting is proposed or existing lighting will be modified, provide a lighting plan showing the following (*drawn to the scale of 1"=20' and clearly legible*):

- 1 Location of all proposed building and site lighting.
- 2 Manufacturer's cut sheets with a diagram of the proposed fixture(s) sufficient to determine if it is a full cutoff fixture. Include cut sheets as a separate sheet of the site plan set.
- 3 Lighting schedule identifying all proposed light fixtures, poles and brackets. Identify illumination type, intensity, style, shielding, color, finish, and installation height.
- 4 Photometric plan addressing all fixtures and indicating that lighting meets the requirements of section 4.17 of the Zoning Ordinance. LLF must equal 1.0.

E. Appearance of the proposed building(s)

- 1 Architectural elevations of the proposed building(s). **Elevations must be drawn to the scale of at least 1/8"=1'-0"**. Include existing condition and proposed changes. Include a building materials schedule and key.
- 2 One set of all building material samples and colors.
- 3 A floor plan adequate to show exterior walls, windows and doors.

F. Additional material

- 1 Sheet number, total number of sheets, date of the drawing, date and description of the latest revision, and contact information for the firm preparing the drawings in the title block on all drawings.
- 2 Provide labeled, color 8-1/2" x 11" photos of the site as seen from both directions on the Entrance Corridor.
- 3 Any additional material that will make the review more productive. Clarification of topography, visibility, utilities, landscaping, or other unique or unusual conditions are welcome.

Part C: How to Submit

- Each application package must contain an ARB application and 2 folded and collated copies of all plans and documents being submitted. Only 1 set of building material samples is required. If the application is not being submitted as a Digital Development Application, 1 digital copy of all plans and documents, **preferably flattened PDFs**, is also required **on a USB flash drive**.
- All information in this checklist is required, unless specifically waived by the ARB, prior to processing a building permit review by the ARB. Additional submittal materials may be required, depending on the proposal. All submittal items, including building material samples, become the property of Albemarle County.
- Only complete application packages will be scheduled for ARB review. The application package is not complete without a completed checklist and all required submittal materials indicated on the checklist.