



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: Required Submittal Items

Important 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

- 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, 8-½" 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: 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.