



Architectural Review Board

Building Permit Review (Preliminary/Final)

Submittal Requirements Checklist

Part A: Applicant Contact and Parcel Information

Project name: _____

Tax map and parcel #: _____

Physical street address (if assigned): _____

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

Contact person: _____

Business name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone: _____ Fax: _____ Email: _____

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

- Location of all proposed changes.
- 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.
- 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 and folded*):

- Proposed landscaping that meets or exceeds the requirements outlined in the ARB guidelines.
- Existing landscaping to be removed. Include the location, size, and species.
- Landscape key including all landscape symbols and a description of what they represent.
- Location of existing and proposed tree lines.
- Location of existing natural features.
- Location of individual trees of 6-inch caliper or greater and all significant groups of trees indicated by botanical name and caliper.
- Location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements.
- Stormwater facilities.
- Provide a signed, tree conservation checklist with all checklist items drawn on the landscape plans.

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

- Location of all proposed building and site lighting.
- Lighting schedule identifying all proposed light fixtures, poles and brackets.
- Manufacturer's cut sheets illustrating proposed lighting fixtures and information on illumination type, intensity, style, shielding, color, finish, and installation height.
- Photometric plan addressing all fixtures and indicating that lighting meets the requirements of section 4.17 of the Zoning Ordinance.
- Coordination of lighting with landscaping and other site elements.

E. Appearance of the proposed building(s)

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

F. 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 they believe may make the building permit 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 a building permit 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 in 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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