



Architectural Review Board

Final Review of a Site Development Plan

Submittal Requirements Checklist

Part A: Applicant, Contact and Parcel Information

Project Name: _____

Tax map and parcel(s): _____ Physical street address: _____

Contact Person: _____

Business Name: _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Part B: Submittal Requirements

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

A. Written description of the proposal

- Provide a description of the proposal. Identify changes from the preliminary submittal. Indicate specifically how each ARB comment from the preliminary review has been addressed. If there are no changes proposed, then explain why.
- 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(s) of proposed building(s) on the site.
- Location of proposed parking, travelways, walkways and other improvements.
- Mechanical equipment, trash containers, loading and service areas, other similar features and improvements, and associated screening.
- Existing and proposed topography drawn with contour intervals of 5-feet or less, and with sufficient off-site topography to describe prominent and pertinent off-site features and physical characteristics, but in no case less than 50-feet outside of the site.
- Location and size of existing and proposed utilities and easements. Identify type of utility and extent of easement.
- Stormwater management plan.
- Location of retaining walls indicating top and bottom elevations, maximum wall height, and proposed materials, with material and color samples.
- 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. For revised drawings, clearly identify revisions made.

C. Landscape plan showing the following (drawn to the scale of 1"=20' or larger, 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 and tree save areas.
 - 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.
 - Include tree protection fencing and limits of work on the landscape, grading and E&S plans.
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D. Lighting plan showing the following (drawn to the scale of 1"=20' or larger, clearly legible and folded):

- 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 does meet the requirements of Section 4.17 of the Zoning Ordinance.
 - Coordination of lighting with landscaping and other site elements.
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E. Appearance of the building(s) (architectural elevations, color perspective sketches, site sections):

- Dimensioned architectural elevations of the proposed building(s). **Elevations must be drawn to the scale of 1/8"=1'-0"**. Include a building materials schedule and key on the elevation drawings. Submittal of elevations that are not visible from the Entrance Corridor may be required to clarify the overall building design.
 - Site sections that clarify proposed changes in topography and illustrate the visibility of the proposed development from the Entrance Corridor. Site sections shall indicate the finish floor elevation(s) and roof height(s) relative to the natural elevations along the Entrance Corridor.
 - One set of all building materials / colors.
 - A floor plan adequate to show exterior walls, windows and doors.
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F. Additional material

- Provide labeled, color, 8-1/2" x 11" photographs of the site as seen from both directions on the Entrance Corridor.
- Color perspective images (for example: sketches, renderings, photosimulations, etc.) that show the proposed development as seen from the Entrance Corridor are often useful for gaining a clear understanding of the proposal. The ARB may require such images in certain cases when other submitted documents do not answer all questions of building form, building details, materials, context, topography, and/or visibility.
- Any additional material that is necessary to address comments made by the ARB at the preliminary review with a memo itemizing how each of the preliminary comments have been addressed.
- The applicant is welcome to submit any additional material that will make the final site development 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 final site development 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 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

County of Albemarle Department of Planning and Community Development

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