



Architectural Review Board

Amendment to a Site Development Plan Submittal Requirements Checklist

Part A: Applicant Contact and Parcel Information

Project name: _____ ARB # _____

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: Revisions to a CofA / Amendment to a SDP 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 description of the revised/amended proposal. Identify all proposed changes from the previously approved submittal.
- Provide a revised materials list if any of the building materials or material color(s) have changed.

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

- Show all proposed changes to the previously approved plan including site layout, landscaping, lighting, and all site features, with changed features clouded and clearly identified on the plan.
- 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.
- Provide the original plan and existing conditions.

C. Appearance of the building(s) (*architectural elevations, color perspective sketches, site sections*):

- Dimensioned architectural elevations of the proposed building(s) showing all changes to the previously approved building(s) design. **Elevations must be drawn to a minimum scale of 1/16"=1'-0"**. A larger scale may be required. Include a building materials schedule and key on the elevation drawings.
- One set of all building materials / colors if changed from the previously approved submittal.

D. Additional material

- The applicant is welcome to submit any additional material that will make the revision to a certificate of appropriateness/amendment to a site development plan 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 if the building materials have changed. 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 revision to a certificate of appropriateness / amendment to a 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

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