



# Architectural Review Board

## Checklist of Submittal Requirements

### COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS

**Structures located behind another structure that fronts and EC,  
where the rear structure is no more than twice the height of the front structure**

#### Part A: Applicant Information

Project name: \_\_\_\_\_

Contact person: \_\_\_\_\_

#### Part B: Submittal Requirements

**Note:** Submittal packages must contain 2 collated and folded copies of all information unless otherwise stated.

##### A. Written description of the proposal

- 1  Provide a description of the proposed work.
- 2  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*):

- 3  Location(s) of proposed building(s) on the site.
- 4  Location of proposed parking, travelways, walkways and other improvements.
- 5  Mechanical equipment, trash containers, loading and service areas, other similar features and improvements, and associated screening.
- 6  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.
- 7  Location and size of existing and proposed utilities and easements. Identify type of utility and extent of easement.
- 8  Stormwater management plan.
- 9  Location of retaining walls indicating top and bottom elevations, maximum wall height, and proposed materials, with material and color samples.

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

- 1  Proposed landscaping that meets or exceeds the requirements outlined in the EC guidelines.
- 2  Existing landscaping to be removed. Include the location, size, and species.
- 3  Landscape schedule indicating plant species with common and botanical names, quantity, size at planting, and symbol used.
- 4  Location of existing and proposed tree lines and tree save areas.
- 5  Location of existing natural features.
- 6  Location of individual trees of 6-inch caliper or greater and all significant groups of trees indicated by botanical name and caliper.
- 7  Location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements.
- 8  Stormwater facilities.
- 9  A signed tree conservation checklist with all checklist items drawn on the landscape plans.
- 10  Tree protection fencing and limits of work on the landscape, grading and E&S plans.

**D. Lighting plan showing the following (drawn to the scale of 1"=20' or larger and clearly legible):**

- 1  Location of all proposed building and site lighting.
- 2  Lighting schedule identifying all proposed light fixtures, poles and brackets, and information on illumination type, intensity, style, shielding, color, finish, and installation height.
- 3  Manufacturer's cut sheets illustrating proposed lighting fixtures. Include the cut sheets as a sheet of the site plan set.
- 4  Photometric plan addressing all fixtures and indicating that lighting does meet the requirements of Section 4.17 of the Zoning Ordinance. LLF must equal 1.0.
- 5  Coordination of lighting with landscaping and other site elements.

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

- 1  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.
- 2  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.
- 3  One set of all building materials / colors.
- 4  A floor plan adequate to show exterior walls, windows and doors.

**F. Additional material**

- 1  Provide labeled, color 8½" x 11" photos of the site as seen from both directions on the EC.
- 2  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.
- 3  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.
- 4  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: Applicant Agreement Applicant must read and sign**

- Each application package must contain 2 folded & collated copies of all plans and documents being submitted. Only 1 set of material samples is required. All submittal items, including samples, become the property of Albemarle County. Applicants should maintain duplicate copies for their own use.
- All information in this checklist is required before review begins. Additional submittal materials may be required, depending on the proposal.

*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