



Architectural Review Board

Checklist of Submittal Requirements

COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS

Lighting

Part A: Applicant Information

Project name: _____

Contact person: _____

Part B: Submittal Requirements

Note: Submittal packages must contain 2 collated & folded copies of all information unless otherwise indicated.

A. Written description of the proposal

- 1 Provide a general description of all proposed work.
- 2 Explain how the proposal is compatible with the surrounding area and the Entrance Corridor.

B. Site plan drawn to the scale of 1"=20' showing the following: *(This plan must be clearly legible. It may be a sketch, but it must be accurate and to scale.)*

- 1 Location of all proposed lighting to be installed.
- 2 Location of all existing lighting, with indication of lighting to be removed and/or relocated.

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

- 1 If landscaping is to be removed, show existing landscaping and identify plants to be removed. Include the location, size, and species.
- 2 Proposed landscaping, if any. Include the location, size, and species.
- 3 Location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements.
- 4 Coordination of lighting with landscaping, utilities, and other site elements.

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

- 1 Location of proposed building and site lighting.
- 2 Manufacturer's cut sheets with a diagram of the proposed fixture(s) sufficient to determine if it is a full cutoff fixture. Include cut sheets as a sheet of the site plan set.
- 3 Lighting schedule identifying all proposed light fixtures, poles and brackets. Identify illumination type, intensity, style, shielding, color, finish, and installation height.
- 4 Photometric plan addressing all fixtures and indicating that lighting meets the requirements of section 4.17 of the Zoning Ordinance. LLF must equal 1.0.

F. Additional material

- 1 If equipment is building-mounted, provide building elevations, drawn to the scale of 1/8" = 1', showing equipment locations.
- 2 Labeled, color 8-1/2" x 11" photos of the site as seen from both directions on the Entrance Corridor.
- 3 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.
- 4 Any additional material that will make the review more productive. Clarification of topography, visibility, utilities, landscaping, or other unique or unusual conditions is welcome.

Part C: Applicant Agreement Applicant must read and sign

- Each application package must contain 2 folded and collated copies of all plans and documents being submitted. Only 1 set of building 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.
- Following verification that a submittal is complete, the proposal will be reviewed according to established guidelines. Applicants are encouraged to thoroughly review those guidelines prior to completing a design and making a submittal. Visit www.albemarle.org for more information.

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

Part D: Partial Guidelines for Lighting Design

NOTE: The information that follows is a condensed version of the guidelines and criteria that apply to lighting design in the Entrance Corridors. For complete information go to www.albemarle.org.

- Light should be contained on the site, should not spill over onto adjacent properties or streets, and should be shielded, recessed or flush-mounted to eliminate glare. Planting may be required to reduce impacts of glare.
- Fixtures and poles should have a dark brown, dark bronze or black finish. Other dark colors, if coordinated with the building (for example, hunter green), may be approved.
- Pole height shall be compatible with building height. Typically, height shall not exceed 20'. 15' is appropriate for most uses.
- Height and intensity of rooftop lights shall be minimized to the greatest extent possible. Light shall not spill outside the walls of the structure.
- **Special restrictions (for example, the use of dimmers for night-time illumination) may be applied to LED lighting to ensure that the intensity of the illumination is maintained at appropriate levels.**
- Additional restrictions apply to lighting intended for decorative effect.
- Consult the Entrance Corridor Design Guidelines for more information.

County of Albemarle Department of Community Development

401 McIntire Road, Charlottesville, VA 22902-4596; (434) 296-5832 Tel, (434) 972-4126 Fax www.albemarle.org