



Architectural Review Board

Checklist of Submittal Requirements

COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS New or replacement, rooftop-mounted or ground-mounted equipment

Part A: Applicant Contact and Parcel Information

Project name: _____

Contact person: _____

Part B: Submittal Requirements

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

A. Written description of the proposal

- 1 Provide a general description of all proposed work.
- 2 Indicate equipment type: new or replacement.
- 3 Indicate the physical size of each piece of equipment. If platforms, curbs, etc. are used, identify them and provide their sizes.
- 4 Indicate anticipated visibility of the equipment from the EC street and describe the method by which it will be made not visible.
- 5 Explain how the proposal is compatible with the surrounding area and the Entrance Corridor.

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

- 1 Location of all proposed equipment to be installed. Show the location of the equipment in relation to the overall building. Show the building in relation to the Entrance Corridor street. Key the locations to the equipment type and size provided in "A" above.
- 2 Location of all existing equipment to be removed/replaced. Indicate the height of each piece.

C. For roof-mounted equipment provide architectural drawings showing:

- 1 If replacement equipment will be visible from the EC, indicate the color of the equipment and provide a color sample or the corresponding Pantone color number.
- 2 Height of parapet walls and other architectural features that provide screening.
- 3 Site/building section showing the equipment and the features that provide screening as viewed from the Entrance Corridor.

D. For ground-mounted equipment, provide a landscape plan showing the following (*drawn to the scale of 1"=20' and clearly legible*):

- 1 Existing landscaping to be removed, if any. Indicate the location, plant size, and species.
- 2 Proposed landscaping. Indicate location, plant size and species.
- 3 Location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements.
- 4 If replacement equipment will be visible from the EC, indicate the color of the equipment and provide a color sample or the corresponding Pantone color number.

E. Additional material

- 1 Provide labeled, color 8-1/2" x 11" photos of the site as seen from both directions on the Entrance Corridor.
- 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.
- 3 Any additional material that will make the review more productive. Clarification of topography, visibility, utilities, landscaping, or other unique or unusual conditions is welcome.
- 4 The applicant may be asked to mark the location of the equipment in the field for staff's site visit.

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.

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