



# Architectural Review Board

## Checklist of Submittal Requirements

### COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS

#### Fencing

#### 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 fencing to be installed. Show the location of the fencing in relation to the overall building and the Entrance Corridor street.
- 2  Location of all existing buildings, structures, parking areas, travelways, equipment.
- 3  Topography in the vicinity of the fence.

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

- 1  Existing landscaping and tree lines.
- 2  Existing landscaping to be removed, if any. Indicate the location, size, and species.
- 3  Location of proposed landscaping. Include the location, size, and species.
- 4  Location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements.

##### D. Appearance of the proposed fence(s)

- 1  Elevation drawing of the proposed fence. **Elevations must be drawn to the scale of at least 1/8"=1'-0"**. Indicate materials and colors on the drawing.
- 2  One set of material samples and colors.

##### E. Additional material

- 1  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.

**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](http://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 Fence Design**

**NOTE: The information that follows is a condensed version of the guidelines and criteria that apply to fence design in the Entrance Corridors. For complete information: [www.albemarle.org](http://www.albemarle.org).**

- Areas requiring screening should be placed behind buildings, as viewed from the EC. If buildings are not available for screening, areas and features to be screened should be located as far from the EC as possible.
- Screening fences located along pedestrian paths should be limited. Such fences should be scaled and detailed relative to human size.
- Fence material should match or complement the materials found on the building and/or adjoining structures or landscape.
- Fence material should have a proven track record of durability and longevity relative to color retention and overall appearance.
- Chain link and chain link with vinyl slats will not be approved for locations that are visible from the Entrance Corridor street. No barbed wire, razor wire or similar devices will be approved.
- Vinyl fencing is generally not appropriate for the EC.
- Fence color should be neutral; for example, gray, brown or black. A white screening fence will rarely be appropriate.
- Fence lengths of 80' or more must provide variation by using changes in height, different material combinations, projections forward or back, piers, or other similar features, or a combination of these.
- Planting should be used in masses to mitigate the visual impact of the length of the fence.
- Consult the Entrance Corridor Design Guidelines for more information.

**County of Albemarle Department of Community Development**

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