



Architectural Review Board

Checklist of Submittal Requirements

COUNTY-WIDE CERTIFICATE OF APPROPRIATENESS Minor amendments to site or architectural plans

Part A: Applicant Contact and Parcel 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. For Minor Site Plan Amendments, provide a plan showing the approved site condition and the following (*drawn to the scale of 1"=20', clearly legible*):

- 1 Location and identification of all proposed changes, including new site features and features to be demolished such as but not limited to:
 - a parking, travelways, walkways
 - b mechanical equipment, trash containers, loading and service areas, and associated screening
 - c proposed grading changes drawn with contour intervals of 5-feet or less
 - d proposed utilities and easements or changes to utilities and easements, identify easement type and extent
 - e changes to stormwater management facilities
 - f retaining walls with top and bottom elevations, maximum wall heights, proposed materials, and material and color samples
 - g changes to site lighting (see the lighting checklist)
 - h existing landscaping and changes to landscaping, including landscaping to be removed with location, size and species; proposed landscaping with a landscape schedule indicating plant species with common and botanical names, quantity, size at planting, and symbol used; location and height of above-ground utilities and associated easements, and location of below-ground utilities and associated easements; tree protection fencing and limits of work on the landscape, grading and E&S plans.

C. For Minor Amendments to Architectural Plans, provide the following:

- 1 Dimensioned architectural elevations of the existing condition and the proposed changes. **Elevations must be drawn to the scale of 1/8"=1'-0"**. Include a building materials schedule and key on the elevation drawings.
- 2 One set of material and color samples for all proposed materials.
- 3 A floor plan adequate to show exterior walls, windows and doors.

D. Additional material

- 1 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.
- 2 Labeled, color 8-½" x 11" photos of the site as seen from both directions on the Entrance Corridor.
- 3 Any additional material that will make 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.

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