

CARNES

CHECKLIST OF ITEMS TO BE SUBMITTED WITH ARCHITECTURAL REVIEW APPLICATIONS

All applications for architectural review shall contain the following information.

- An application form requesting review by the appropriate reviewing body
- Architectural review request fee
- Owner's name, mailing address and telephone number
- Name, address and telephone numbers of the owner's agent, representative and/or contractor
- Property identification
- Statement of the proposed use of the Unit and/or change or deviation from existing use
- The nature of the request
 - Initial construction - preliminary plan review
 - Initial construction - final plan review
 - Modification
- Proposed commencement and completion dates for the requested construction or modification
- An acknowledgment that the owner is responsible for completing all work in a timely manner and for complying with any conditions issued by the reviewing body
- Site plan drawn to scale showing the location, height, and dimension of the proposed improvements, the property line of the Unit, the setback requirements, any easements and rights-of-way, the footprint of any existing improvements, including structures, driveways, parking areas, sidewalks, fences and walls, any existing landscaping, and any wetlands
- Detailed description of the proposed improvements, including:
 - Exterior elevations' of all proposed buildings and structures
 - Square footage of improvements
 - Building floor plans
 - Exterior materials, colors, textures and shapes, which, if required by the reviewing body, shall also be identified by manufacturer's name, product name and identifying number where appropriate
- If any appreciable change in the lot contours is contemplated, a topographical plat showing contour grades and showing the location of all existing and proposed improvements, including structures, driveways, parking areas, sidewalks, fences, walls, and drainage structures,
 - Existing and finished grades shall be shown at lot corners and at corners of proposed improvements
 - Drainage plans shall be included as well as cut and fill details
 - A description of the proposed direction and slope of flow must be indicated on the plans

Landscaping plan clearly identifying the location of any existing and proposed trees, shrubs,

Plants, ground covers, and contouring plant materials should be identified by common and botanical names, sizes and quantities

A description of the proposed irrigation system, the location of the timer box, the valves and mainline, including equipment specifications such as type and style of emitter or sprinkler head

A description of any proposed hardscape with material and color samples submitted upon request by the reviewing body

Parking area and driveway plan

Ingress and egress design and plan

Exterior illumination plans

Location of fixtures and any electrical or mechanical control item and manner of screening such items from view

Lighting specifications, i.e., type, number, material, color, voltage and bulb wattage requirements

Construction details

Utility routing plans, including meter and mechanical equipment locations

Signage plan including description of all signs, flags and other horizontal or vertical advertising or identification markers, including size, height, shape, color, location and materials

Description of loading areas, trash container storage locations, and related screening

Plan for street furniture and description of materials

Description of curbing including curb cuts and gutters

Plans for storm water retention/detention

The reviewing body may request additional information and clarification of the information given as it deems appropriate. Until all requested information is provided, an application shall be deemed incomplete.