



ARCHITECTURAL REVIEW TEAM  
PROJECT DEVELOPMENT APPLICATION  
*DEADLINE: 3<sup>RD</sup> MONDAY OF THE MONTH AT 4:00 PM*

ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF NATURE OF REQUEST AND WORK			

REQUEST DATE FOR PRE-APPLICATION CONFERENCE		<i>Pre-application meetings are scheduled for Wednesdays between 8 and 10 am. Meeting must be requested by Monday of the same week.</i>
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SUBMITTAL REQUIREMENTS  
*10 copies of plan + PDF*  
*Fold all submittals larger than 8½"x11"*

SELECT REQUEST	PLAN SHALL INCLUDE
<input type="checkbox"/> Façade Approval <input type="checkbox"/> Large-scale Commercial Approval <input type="checkbox"/> Alternative Compliance Requested <input type="checkbox"/> Other: _____	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Building elevations for <u>all sides</u> of the building: Color elevations, required, at legible scale, with all materials listed (materials board may be required)</li> <li>• If Alternative Compliance is requested, provide scope of alternative and description of proposed compliance.</li> </ul>

Applications and all required submittals must be filed with the Department of Development Services prior to the established deadline. Both the applicant and property owner (if different from applicant) must sign the application. A representative for the project is required to be present at the meeting, at the request of the Commission.

