



SUPPLEMENTAL MATERIALS CHECKLIST HISTORIC ARCHITECTURAL REVIEW

The purpose of review by the Historical Architectural Review Board (HARB) is to consider the appropriateness of exterior architectural features of additions or new structures, and the design of signs, landscaping, and other exterior features within in a Historical Overlay District or on identified historic sites.

The following materials are required for all projects with a hearing before the Historic Architecture Review Board:

- (1) **Historic Architecture Concept Statement**
The historic architecture design concept statement must define how the project complements the historic fabric of the community and/or the historic character of the project site.
- (2) **Photographic Survey**
Photographs of the project site and all adjacent areas as seen from the site must be provided. These photographs must be keyed to a site plan on a foam core or similar rigid cardboard backing.
- (3) **Colored Exterior Elevations**
All elevations necessary to explain the project must be provided in a color rendering that accurately reflect the finish material colors. These elevations will be used as an exhibit at the HARB hearing.
- (4) **Signage Plan, if signs are within the proposed scope of work**
Signage plans must include the following:
 - Site plan showing the location of all buildings, the proposed location of signs on buildings, the location of all freestanding signs (including landscaped planters, if any), and the signs' setback from nearby property lines
 - Building elevations, showing the location of signs on the buildings
 - Sign detail, including color, the material, method of illumination and method of attachment

In addition to the submittal requirements detailed above, the applicant may choose to provide any other drawings such as perspectives, axonometrics, sketches, diagrams or photographs of models, that the applicant deems necessary or desirable to describe the project. These items must be drawn to scale.

Please submit one (1) hard copy and (1) electronic PDF copy of all required materials, unless otherwise stated above. For instructions on PDF submittals, please refer to the Universal Application.

This Supplemental Materials Checklist is part of your application. This Checklist shall be signed and submitted with all the required application materials as described above and on the Universal Planning Application. An application is considered to be incomplete if any of the items on this Checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.

Project Applicant Signature

Date