



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

APPLICATION INFORMATION

This section to be completed by Town Staff

| | |
|------------------------|-----------------------|
| Date Filed: _____ | Application No. _____ |
| Name of Project: _____ | |

APPLICANT INFORMATION

| |
|---|
| Applicant Name: _____ |
| Business Name (if applicable): _____ |
| Address: _____ |
| Phone Number: _____ |
| E-mail Address: _____ |
| Certifications |
| I certify that: |
| ▪ The information in this application is correct. |
| ▪ If applicant is also owner, that I am the owner of this property. |
| Date _____ Applicant Signature _____ |

OWNER INFORMATION

Complete if owner(s) is (are) other than applicant. Use reverse side if more space is needed.

| |
|---|
| Owner Name: _____ |
| Business Name (if applicable): _____ |
| Address: _____ |
| Phone Number: _____ |
| Certifications |
| I certify that: |
| ▪ I am the owner of this property. |
| ▪ I appoint the person named above as my agent to represent me in this application. |
| ▪ The information in this application is correct. |
| Date _____ Owner Signature _____ |

**ITEMS REQUIRED FOR REVIEW OF PROJECT FOR
COMPLIANCE WITH ARCHITECTURAL AND APPEARANCE
DESIGN STANDARDS**

1. **Completed application form and fee (contact staff for fee amount) For Appeal to the Board**
2. **Ten 11 x 17 copies of a packet** that includes the following:
 - a. **A stamped survey plat;**
 - b. **A site plan** that includes the following:
 - i. Proposed footprint of the building(s);
 - ii. Existing building(s) adjacent to the property lines;
 - iii. Location of all parking areas, parking lot islands, driveways, sidewalks, loading areas, walls/fences, utilities, site lighting, drainage, site signage, at-grade mechanical units, dumpsters, and all other site improvements;
 - iv. Building setbacks as required by the Zoning Ordinance; and
 - v. Parcel boundaries (all property lines shown).
 - c. **A landscaping plan** that includes the following:
 - i. Planting details;
 - ii. A plant schedule
 - iii. Street trees;
 - iv. Foundation plantings
 - v. All landscaping buffers;
 - vi. Parking lot trees;
 - vii. Existing trees to remain; and
 - viii. Trees to be removed.
 - d. Dimensioned building elevations in color for *all* sides of the building(s) that shows the following:
 - i. Design of all elevations;
 - ii. Existing grade and proposed grade;
 - iii. Finish floor elevations;
 - iv. Roof slopes;
 - v. Mechanical vents and equipment;
 - vi. Location and type of outdoor light fixtures;
 - vii. Design and location of all wall sign(s); and
 - viii. Notations regarding exterior colors and materials.
 - e. **Typical wall section(s)** with information as described in item directly above;
 - f. All final construction details for building(s), walls/fences, signs and any other improvements.
3. **Two full-size copies of a landscaping plan** that includes the components listed in item 2(c) above.
 - a. Planting details;
 - b. A plant schedule
 - c. Street trees;
 - d. Foundation plantings
 - e. All landscaping buffers;
 - f. Parking lot trees;
 - g. Existing trees to remain; and
 - h. Trees to be removed.
4. **One full-size site plan** that includes the components listed in item 2(b) above.
5. **One set of color photographs of the site and all adjacent parcels**, marked with a description of each location shown.
6. Other items as requested. (Please note that a project manual is *not* typically necessary.)