

# CHECKLIST

## ARCHITECTURAL REVIEW COMMITTEE SUBMISSIONS

### A. DOCUMENTATION REQUIREMENTS:

- \_\_\_\_\_ Building permit application filed and required fees paid
- \_\_\_\_\_ Five (5) sets of architectural drawings, including site plan, demo plan, floor plans, fenestration schedules, building elevations, sections and details (full construction plans will be required upon design approval).
  - Additional electronic set of drawings submitted to [administrator@villageflowerhill.org](mailto:administrator@villageflowerhill.org)
- \_\_\_\_\_ Five (5) sets of most-current survey available (reflecting all existing structures on the property).
- \_\_\_\_\_ Photographs of each elevation of the building(s).
- \_\_\_\_\_ Photographs of the homes immediately surrounding the subject property.
- \_\_\_\_\_ Proof of mailing notifications to neighboring property owners per village code. (The applicant shall mail this notice at least one week prior to the scheduled meeting and return the mailing receipts and any returned letters to the Committee along with a notarized affidavit attesting that the mailing was done in a procedurally correct manner.)
- \_\_\_\_\_ In applications for new buildings or significant building additions, submit a detailed site development plan including:
  - Topography plan indication any proposed change in grades.
  - Drainage and drywells
  - Equipment locations
  - Hardscape
  - Landscaping
  - Proposed tree removals
  - Physical samples of major building materials: stone, brick, siding, roofing, building trim, etc.
  - Catalog copy of specs items: doors, windows, shutters, railings, light fixtures, etc.

### B. OTHER REQUIREMENTS:

1. No review can be conducted without the property owner or his/her representative present (who is empowered to make owner decisions regarding design concepts). No action will take place on submissions where questions for owners cannot be addressed by his/her representative.
2. To be considered for review, the building permit and all accompanying documents must be received at the Village Hall no later than two weeks prior to the meeting.