

All applications must be accompanied by a written description of the request(s). The description may be brief but must include information on existing conditions and each element of the overall project. A graphic scale is required for all scaled drawings.

Level 1

SIGNS

- Scaled drawings for proposed signs
 - Drawings for wall signs should include a scaled drawing of the facade(s) on which the signs will be placed.
 - For free-standing signs, a site plan should include the location of signs and the relationship to existing buildings and other site features on the property.
- Fully labeled color photographs of the property and surrounding properties
- A list of proposed materials and colors, including manufacturer's specifications.
- Information illustrating the design and type of lighting, if any.

ALTERATION OF AN EXISTING BUILDING/STRUCTURE

- Scaled drawings, or a written narrative for simpler projects, indicating the extent of the proposed alteration.
- Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- A list of proposed materials, colors, including manufacturer's specifications.
- Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

Level 2

ADDITION TO AN EXISTING BUILDING/STRUCTURE

- Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.

- Building elevations for all sides. Drawings for additions should illustrate the relationship to the existing structure. Drawings should show the relationship to buildings on the property and adjacent lots.
- Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- A list of proposed materials.
- Information illustrating the design and type of lighting and trim details.
- Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

Level 3

CONSTRUCTION OF NEW BUILDING/STRUCTURE; INCLUDING PARKING FACILITIES

- Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
- Building elevations for all sides. Drawings should show the relationship to buildings on the property and adjacent lots.
- Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- A list of proposed materials.
- Information illustrating the design and type of lighting and trim details.
- Other information needed to explain your request.

SITE DESIGN, PARKING, PLAZAS, LANDSCAPE

- Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.
- Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors
- Fully labeled color photographs of the property and surrounding properties
- Information illustrating the design and type of lighting and other design elements.

NOTE: Demolition of an Existing Building/Structure

Please check with local (H) or National Register Districts before considering demolition of an existing structure.