

APPLICATION FOR CONCEPT DESIGN REVIEW

Owner: _____ Phone: _____

Address: _____

Architect/Designer: _____ Phone: _____

Address: _____

Builder: _____ Phone: _____

Reason: _____

Required materials:

All items must be submitted to form a complete application:

- Conceptual **Site/Landscape Plan** at scale of 1:200 showing property lines, yard setbacks, any proposed changes to site grading and drainage (show existing and proposed contours), the existing house, all additions or alterations to the house (identify clearly the existing and new work), other proposed new structures, drives, walks, patios, decks and other outdoor features, existing vegetation and any new or altered landscaping (4 copies)
- Schematic **Floor Plans** at 1:100 scale for all levels with proposed changes, identifying clearly what is existing and what additions and/or alterations are proposed (4 copies)
- Schematic **Roof Plan** if changes are proposed (may be included on the Site Plan) (4 copies)
- Schematic **Elevations** at 1:100 scale of all sides of the full building with additions and changes clearly shown (4 copies)
- Perspective sketch** of the most prominent view showing the existing house and the addition or alteration (4 copies)
- Photos** of the existing house – minimum 3 views
- Application Fee**

Note: Submissions should be made on A2 or 11" x 17" sheets if possible.

Submittal Date: _____ Meeting Date: _____ Notice Date: _____

Notice to the Applicant:

Following a careful review of your application, the Design Review Consultant:

- Approves the proposed concept design
- Approves the proposed concept design subject to the changes and conditions noted on the drawings and in the margin
- Does not approve the proposed concept design for the reasons stated in the margin
Signed by the Design Review Consultant
