

	APPLICATION SUPPORTING MATERIALS	New Construction	Significant Additions & Alterations	Minor Site Improvements	Site Improvements	Demolition & Removal
1	plot plan, scale of 1" = 20', showing the location of all existing and proposed buildings and structures on the site, boundaries of the property, driveways, walkways, landscaping, including details of plantings, major tree and shrub areas, including paving materials, outdoor lighting and parking areas, certified by a licensed surveyor or other professional approved by the Commission	X	X		may be req'd	X
2	sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10'			X	X	
3	architectural drawings (elevations) of all proposed building facades and relevant site features, at a minimum scale of 1/4" = 1' of the building or structure to be altered, erected, demolished or removed showing the front, rear, and side elevations floor plans (interior details not required) with dimensions and the materials to be used, certified by a licensed architect or other professional approved by the Commission - sketch drawings that do not provide specificity shall not be sufficient	X	X			X
4	architectural drawings of the portion or portions of the building or structure to be altered or erected, certified by a licensed architect or other professional approved by the Commission - sketch drawings that do not provide specificity shall not be sufficient	X	X			
5	vicinity plan showing the buildings and structures within two hundred feet (200') of the boundaries of the parcel on which the building and structures are located.	X	X	may be req'd	may be req'd	X
6	scale model or detailed photo simulation of the building to be constructed for all applications involving construction of an entirely new building, any substantive remodel, redesign, or addition	X	X		may be req'd	
7	photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. Photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	X	X		may be req'd	X
8	photographs showing all facades of related buildings and/or structures on the property, and/or of subject grounds if site features are affected or site improvements proposed.		X		X	X
9	historic photographs of the property and environs are recommended.	X	X		X	X
10	vicinity plan showing at least 2 successive properties in all pertinent directions, and any related street and topographic features. This vicinity plan may be in sketch form, but shall adequately describe the general scale and relationships of nearby buildings. (Aerial photographs might be a source of some of this information).	X	X		X	X
11	details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1'	X	X		X	
12	detailed drawings and specifications for lighting and other related fixtures, showing size, materials, colors, lighting source etc.	X	X		X	
13	copies of product literature with photographs for any proposed prefabricated site fixture or structure.	X	X	X	X	X
14	electronic copies of all documents, maps, plans, surveys, drawings and similar documents; photographs of all models	X	X	X	X	X