

SUBMISSION REQUIREMENTS OF THE ARCHITECTURAL BOARD OF REVIEW (ABR)

The following information must be submitted with your application in order for the ABR to evaluate your request. These documents must be submitted by 12:00 pm (noon) (12) calendar days prior to the scheduled public meeting of the ABR for distribution to the board members. The ABR meetings are regularly scheduled the second and fourth Wednesdays of the month (refer to ABR Schedule of Meetings)

- 1) **Drawings**: Submit a (1) copy (electronic submissions accepted) of the following, drawn to scale:
 - a. **Site Plan**: Locating all buildings, pavements, planting areas, utility poles, lighting poles, site plans, trash container enclosures and the location of and distance to buildings on the adjacent properties.
 - b. **Elevations**: Front, sides and rear.
 - i. Elevations shall include design of visual barriers required for trash containers and for rooftop mechanical equipment.
 - ii. A colored rendering of the principal elevation shall be prepared and must be brought to and presented at the public meeting of the ABR.
 - c. **Floor Plans**
- 2) **Photographs**: Color photos of the existing building and lot features and photos of the adjoining properties.
- 3) **Material Samples**: Samples of all exterior materials to be used on the project, including but not limited to, brick or other masonry products, siding and trim products with manufacturers exact color and reference numbers, roofing materials, samples of awning fabrics, photos and catalogue references for light fixtures, fencing materials with photographic brochures.
- 4) **Landscape Materials**: The site plans shall show the location, type and size of all existing and proposed plant materials. Plants shall be identified as to specie and anticipated size at maturity.
- 5) **Sign Permit Applications only**:
 - a. *Complete additional Sign Permit Application (additional fees due upon ABR approval)*
 - b. *Submit scale drawing in full color of the proposed sign. Show its location on the building.*
 - c. *Show particulars on the sign lighting and submit samples of all material colors used in the construction of the sign.*
 - d. *Signs may be submitted for a deferred review rather than part of the review of the design phase of a new building or addition project.*
 - e. *A letter from the building owner stating they have reviewed and approved the proposed signage.*
 - f. *Photographs of existing signage, which is to be altered.*
- 6) **Thoroughly describe, illustrate, and support the following items during the appearance before the board**:
 - a. Design concept (ie. Function, style, character, etc.)
 - b. Design relationship with adjacent structures and streetscape.



BUILDING DEPARTMENT USE ONLY	
ABR Application #:	
Meeting Date:	
Building Director Review:	
Request Granted/Denied:	

APPLICATION FOR ARCHITECTURAL BOARD OF REVIEW (ABR)

Application Fee: \$100 & application completed in its entirety
Date of Meeting: Please refer to ABR Schedule

Please note: Applicant must be the owner of record of the property involved in this request or the applicant must submit written authorization from the legal property owner at the time application is submitted. Applicant/Owner must appear at the board meeting or the board shall deny the request.

Address of Property involved in ABR Request: _____

Zoning District: _____ Parcel #: _____

Name of Applicant: _____ Relationship to Owner: _____

Applicant Phone: _____ Applicant Email: _____

Applicant Mailing Address (*if different than above*): _____

Owner of Property (*if different than Applicant*): _____

Owner Phone: _____ Owner Email: _____

Owners Mailing Address (*if different than above*): _____

SPECIFIC APPROVAL REQUESTED:

- Commercial Sign Approval
- Cluster development or attached housing
- Alteration, addition and/or new construction of non-residential use

NATURE OF REQUEST:

Applicant or Owner Signature: _____ **Date:** _____



Permit Number: _____

SIGN PERMIT APPLICATION

Address of Property: _____

Contractor Name: _____

Contractor Phone: _____ Email Address: _____

Mailing Address: _____

DESCRIPTION OF SIGN:

Length: _____ Width: _____ Area: _____

Weight: _____ Single/Dbl Face: _____ Height above walk: _____

Size of Building Facade: Width: _____ Height: _____ Total Area: _____

1) Location of sign on building or on premises:

2) Wording on Sign:

3) Describe fully the construction of the frame and background on the sign:

4) Describe fully how sign is to be fastened to structure:

5) Describe method of illumination:

Internal Number of lamps: _____

External Type of lamps: _____

None Wattage of lamps: _____

6) Describe any existing signs on the building:

- See submission requirements of the Architectural Board of Review (be sure to refer only to items relative to your submittal)
- Incomplete applications and/or lack of required information may cause deferral to the next meeting
- **Building permit must be secured from Building Department prior to installing sign**
- **Additional fees due upon ABR approval:** Sign <24 sq. ft. = \$30 • Sign up to 48 sq. ft. = \$60 • Sign > 48 sq. ft. = \$125

Signature of Applicant

Print Name

Date