



RESIDENTIAL DESIGN REVIEW SUBMITTAL REQUIREMENTS MULTIPLE MODELS

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Residential Design Review Application Form** – see below
2. **Application Fee** (\$100 per lot) – State the number of lots to be addressed by the review, and list the lot/block/filing numbers. Additional models or elevations may be added at a later date for a \$100 fee.
3. **Letter of Intent** – Describe how the design standards of Section 18-537 have been addressed. The letter must also address design standards contained in PD standards, if applicable.
4. **Complete Building Elevations** (8.5" x 11", to scale, one elevation per sheet). Reductions must be of high quality to allow for reproductions.
5. **Site Plans** (8.5" x 11", to scale). When building on numerous lots, submit a "typical" site plan for each model.
6. **Floor Plans** (8.5" x 11", to scale)
7. **Color and Material Samples or Images** – Siding Type and Color(s), Trim Color(s), Roofing Type and Color(s). 8.5" x 11" or 11" x 17" color and material board, or accurate photo representations. If you wish to refer to color and material boards that were previously submitted, please reference the previous Residential Design Review case number.

This is a general list of requirements. Some projects may require more or less information. However, each element should be reviewed for inclusion on a submittal.

BUILDING ELEVATIONS SHOULD INCLUDE:

- Show all exterior elevations and label: Front, Garage Side, Street Side, Rear
- Label all materials
- Label building height, measured from grade to the highest point of the building. Include rear elevation height for garden level or walk-out options. (Building height for walk-out and garden level options is calculated by taking the average height of the highest and lowest point from grade to the top of the structure.)
- Note required design elements (4" trim, roof overhang, roof pitch, etc.)
- Show all options that will change the exterior appearance of the structure (such as a three-car garage, walk-out basement, bay window, or sunroom). Options should be shown in dashed lines.
- On front elevation, include: height, width, % masonry, window sq. ft., porch sq. ft.
- Masonry and window calculations (sq. ft. and percentage)

- Notes should be legible and at least 12 point font

SITE PLAN(S) SHOULD INCLUDE:

- Existing and/or proposed structure(s)
- Property lines
- Building setbacks (dimensions from the building, including cantilevers and decks, to all four property lines)
- Dimensions between structures
- Driveway location
- Decks, patios, cantilevers, etc.
- Existing easements

FLOOR PLAN(S) SHOULD INCLUDE:

- Proposed structure(s)
- Square footage of structure(s) and square footage of covered front porch
- Show any options that will change the exterior appearance of the structure(s)

**APPLICATION FOR RESIDENTIAL DESIGN REVIEW
FOR MULTIPLE MODELS**

Date of Application: _____

Applicant/Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Print Name: _____

Land Owner: _____ *(If same as applicant, write "same")*

Address: _____

Telephone: _____ Email: _____

Signature: _____ Print Name: _____

Builder: _____ *(If same as applicant, write "same")*

Address: _____

Telephone: _____ Email: _____

Signature: _____ Print Name: _____

Project Name: _____

General Location: _____

Current Zoning: _____ **Subdivision Name:** _____ **Filing:** _____

Block(s): _____ **Lot(s):** _____ **Block(s):** _____ **Lot(s):** _____

Block(s): _____ **Lot(s):** _____ **Block(s):** _____ **Lot(s):** _____

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Block(s): _____ **Lot(s):** _____ **Block(s):** _____ **Lot(s):** _____

(Please attach sheets as necessary listing all lots to be reviewed).

Total Number of Lots: _____ **Fees: (# Lots x \$100):** _____

Model Names/Numbers and Elevation Types: _____

**Submittal is not complete without all information and drawings required by the
Residential Design Review Submittal Requirements handout.**