



RESIDENTIAL DESIGN REVIEW SUBMITTAL REQUIREMENTS SINGLE MODEL

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
3. **Letter of Intent** – Describe how the design standards of Section 18-537 have been addressed
4. **Residential Design Review Information Sheet**
5. **Complete Building Elevations** (8.5" x 11", to scale, one elevation per sheet). Reductions must be of high quality to allow for reproductions.
6. **Site Plans** (8.5" x 11", to scale). When building on numerous lots, submit a "typical" site plan for each model.
7. **Floor Plan** (8.5" x 11", to scale)
8. **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.
9. **HOA Architectural Review approval letter** – if applicable

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 calculating 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 SINGLE MODEL**

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):** _____

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

Residential Design Review Information Sheet

Single Home

Address: _____

Subdivision: _____

Lot – Block: _____

Lot Size: _____

House Description:

Square Footage:

Finished: _____

Garage: _____

Basement: _____

Unfinished: _____

Height: _____

Exterior Materials:

Masonry (Check all that apply): Brick _____ Stone _____ Stucco _____

Siding: _____

Trim: _____

Roof: _____

Windows/Doors: _____