

## APPLICATION REVIEW CHECK-LIST

### A. Fee

### B. Site Plan

1. Locus map - showing primary & secondary roads
2. Existing & proposed site plan
  - Showing dimension of the lot
  - Orientation
  - Location & size of existing structures & neighboring structures if any
  - Location & size of proposed structures & extent of demolition
  - Location & size of proposed fencing /gates/ posts, etc
  - Indicate all streets and/or public ways
  - Indicate all equipment such as AC compressors/ exterior lighting, etc.

### C. Existing & proposed drawings

1. Floor plans /exterior elevations /building & wall sections
  - Floor plans & exterior elevation @ min  $\frac{1}{4}$ " = 1'-0" showing existing, proposed plus areas of demolition
  - Explanatory (existing if appropriate) building & wall sections
  - Details of door & window types
  - Porch (steps, rails, columns, eave) details
  - Indicate finish floor & ceiling heights & grade
2. Rendering indicating three dimensional form of structure

### D. Photographs

1. Photos of all elevations of existing structures
2. Photos from public way or street

### E. Samples & Materials

1. Stock items indicated by catalog number & specific item
2. Samples, such as shingles, paving, gravel, etc.
3. Catalog cuts /photos of proposed items /door, window schedule

### F. Miscellaneous

1. Written explanation of why proposed work is appropriate to the Historic District in which it is located