TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Office
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1600 Floribunda Avenue
Hillsborough
California 94010

ARCHITECTURE AND DESIGN REVIEW BOARD (ADRB) APPLICATION PACKET

For architectural projects such as additions, new houses and exterior modifications

Revised July 2010

Summary of Submittal Requirements

A complete ADRB Application includes the following items:

One of each:

- ☐ Completed ADRB Application Form (pp. 5 - 7)
- ☐ Completed Design Guidelines Checklist (pp. 8 - 9)
- ☐ Traverse Closure Calculations with wet stamp and signature, unless the site size is verified on the site survey (see below)
- ☐ Site Survey, unless the requirement is waived by the Planner
- ☐ Colors and materials board (8.5" x 11")
- ☐ Story pole plan
- ☐ Filing fee (check made out to Town of Hillsborough)
- ☐ Electronic files of application materials and drawings

Plan Sets, folded and labeled as required:

- ☐ 2 or 3 full-size (24" x 36") sets - 3 sets are needed if landscaping is included in the project
- ☐ 7 or 8 reduced (12" x 18") sets - 8 sets are needed if landscaping is included in the project

Each plan set must have the following attachments:

- ☐ Photos of the site
- ☐ Photo key
- ☐ Arborist report (if required by Planner)
- ☐ Cut sheets of lighting fixtures, paving, siding, roofing, and any unusual materials

One set of geometric verifications for each of the following:

- ☐ Floor Area and Structural Lot Coverage Calculations on 1 extra set of full-size, dimensioned floor plans (for additions and new houses) - see p. 14 for instructions
- ☐ Hardscape Calculations on full-size site plan or planting plan (for landscaping applications and/or when architectural plans are close to the maximum allowable hardscape)
- ☐ High Water Use Calculations on full-size planting plan (for landscaping applications)

For details, please refer to the ADRB Plan Requirements (pp. 3 - 4), the Design Guidelines Checklist (pp. 8 - 9), and the Completeness Checklist (pp. 10 - 14) in this packet.

For requirements for landscape plans, please refer to the ADRB Landscaping Application Packet.

Town of Hillsborough

Important ADRB Submittal Information

Meeting Schedule: Consult the ADRB Meeting Schedule to determine the filing period for your application. On rare occasions it is necessary for changes to be made to the published meeting schedule. Call the Planning Office to verify the filing deadlines and meeting date.

Neighbors: The Board requests that the neighbors adjacent to the project site be given an opportunity to review the project plans (at the project site) at a preliminary stage so that they can understand the project and voice any concerns they may have. This allows issues to be addressed early in the design process. The property owner or the architect/designer can make this contact.

Preliminary Review: All applications for new houses **must** be submitted for Preliminary Review by the Architecture and Design Review Board prior to filing the actual application. However, any project may be submitted for preliminary feedback from the Board, as determined by Planning staff. Consult the related handout, available in the Planning Office and from the Town's website (www.hillsborough.net), for application requirements and deadlines for ADRB Preliminary Review.

Pre-Application Meeting: Before submitting an application, the applicant must meet with a Planner to review the plans by appointment. The Town's cost for one pre-application meeting is included in the filing fee. This meeting should include a review of the completed General Data sheets, one full-size set of project plans, one set of photos, and the Design Guidelines Checklist.

A pre-application meeting with Planning staff cannot be substituted for the Preliminary Review by the ADRB or the required application submittal meeting (see below).

Filing the Application: To file an application, please submit all required materials for ADRB review to counter staff. No appointment with a Planner is necessary if the pre-application meeting has been completed. If you prefer to meet with a Planner for your ADRB submittal, please contact the Planning Office to schedule an appointment. Please take a moment to review the ADRB Meeting Schedule for information about application submittal deadlines.

Site Visits: Please be sure to tell the current residents (if any) that the Boardmembers conduct site visits, on their own time, whenever they are able to. If the site is locked or difficult to negotiate (with steep slopes, etc.) make provisions for the site visits. Be sure that the site address is visible from the street.

Withdraw/postpone: To withdraw or request a postponement of an application that has been accepted for a meeting, submit a letter of request to the planning staff prior to the meeting date.

Questions: Please feel free to contact Planning Staff with any questions regarding the process at (650) 375-7422. Handouts with helpful information and applications are also available in the Planning Office and on the Town's website at www.hillsborough.net.

Only applications that are complete will be accepted and forwarded to the ADRB for consideration.

Town of Hillsborough

ADRB Plan Requirements

- **Required Plans** (see also Completeness Checklist, attached)**:**

  - The number of plan sets required:
    2 sets of full-size plans (24" x 36") plus 7 sets of reduced plans (12" x 18") - for architectural projects that **do not** include landscaping; *or*

    3 sets of full-size plans (24" x 36") plus 8 sets of reduced plans(12" x 18") - for architectural projects that **do** include landscaping; <u>and</u>

    1 full-size Site Survey

  - Reduced plans should be no smaller than 12" x 18". Include a graphic scale on reduced plans. The ADRB members and staff must be able to use a standard scale (architect's or engineer's) to check dimensions on plans.

  - Plans (including legends, plant lists, and dimensions) must be 100% legible. Illegible plans will not be accepted. If you believe that full-size plans are necessary for legibility, make arrangements with the Planner during the pre-application meeting. However, keep in mind that the ADRB members prefer to have reduced plans.

  - The Town's maximum sheet size for plans is 24" x 36". Only in rare instances will larger plans be accepted. Submittal of larger plans must have prior approval (in advance of the submittal date) by the Planner who has reviewed a set of plans.

  - Collate, staple, fold, and write the address on the outside of the plan sets (see Plan Folding Instructions, p. 4) **before you arrive** at the front counter to submit the application as space is limited.

- **Site Photos and Photo Key:** Staple a set of **color photos** to each plan set (see Plan Folding Instructions, p. 4). Colors should be true, especially if proposed colors and materials are to "match existing." Polaroid photos are not acceptable. Photos should show the area of the proposed construction, the view from the street and each property line, etc. Usually 4 to 5 photos are sufficient. If you attach photos of neighboring homes, please provide the addresses on the photos.

  A **photo key**, in the form of a simplified site plan reduced to 8.5" x 11" with numbers to coincide with the photos, to indicate from where the photos are taken, is required. Please do **not** show photo locations on the full-size site plan.

- **Colors/Materials Board:** One copy, **maximum size: 8.5" x 11" – no exceptions**, is required. Larger physical samples of materials may be presented at the ADRB meeting. Full-sized roofing samples are required to be brought to the meeting. Actual color chips for all paint colors to be used and colored industry/manufacturer cut sheets of building materials (roofing, window trims, special paving, etc.) shall be mounted, with references and manufacturer's numbers (if any) for identification. Usually color photocopies do not accurately reflect colors, so they should not be used. Include the project address on the board. The Board will not see your colors and materials board until the meeting, so be sure your plan pages provide a sufficient level of information.

- If the project is a simple addition for which the materials and colors are to match the existing (and this is clearly stated on the plans), a color board is not required; color photos of the existing structure must be representative.

- ❑ **Lot Size Verification/Site Survey:** One copy of the lot's "Traverse Closure Calculations" prepared, signed and stamped by a licensed civil engineer or surveyor is required for all additions and new houses, unless the lot size (total lot area in square feet) is verified on the Site Survey. A Site Survey is required for all applications, unless waived by the Planner. Original signatures and wet stamps are required on these documents; copies and faxes will not be accepted.

- ❑ **Filing Fee:** See the Fee Schedule, which is revised periodically by City Council Resolution. The total fee is compiled by adding the individual fees for each project component (such as architecture, landscaping, tree removal, etc.); a 25% discount is applied for secondary components of the application. Checks (payable to the "Town of Hillsborough") and cash can be accepted as payment, not credit cards.

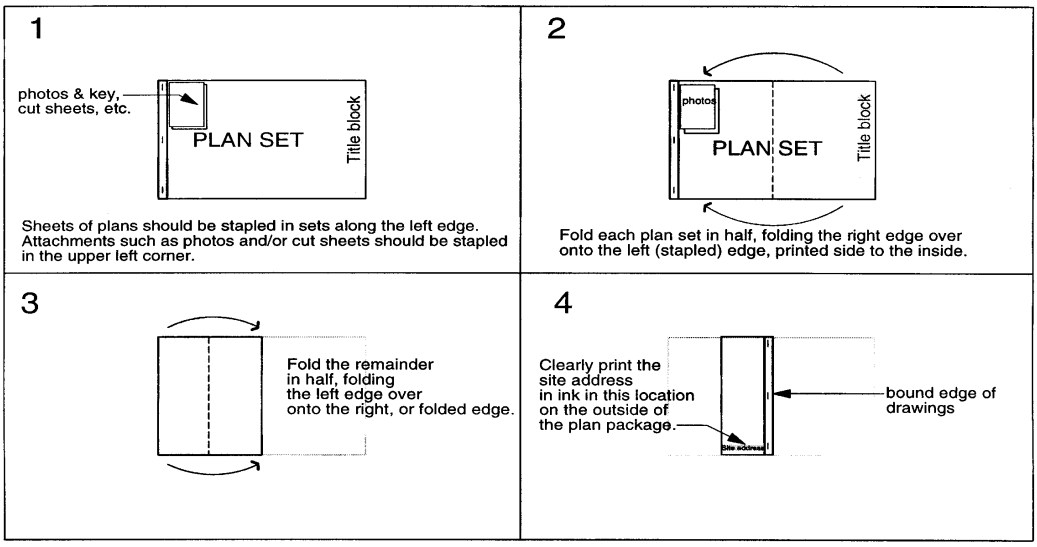
- ❑ **Story Pole Plan:** For all new houses and second-story additions, provide one 8.5" x 11" black and white reproducible copy. The plan should be drawn on a roof plan that shows the footprint of the existing building (if any) with an indication of the location and the height (above existing grade/structure) proposed for the story poles and the location of the netting. See the Story Pole handout available in the Planning Office and from the Town's website (www.hillsborough.net) for details. When the application is submitted, the planner will give you a schedule for pole installation, certification and removal.

- ❑ **Colored Elevation or Perspective:** Bring one copy to the ADRB meeting, rather than submitting it with the application, or if you prefer, a reduced copy may be stapled to each plan set. For most projects, a colored front elevation is sufficient. The size/scale should be sufficient for display at the ADRB meeting and the project address should be displayed on the illustration board.

- ❑ **Other Information:** If there are any additional items, such as arborist reports or letters that you would like the Boardmembers to receive, please staple one copy into each set of plans.

- ❑ **Public Notices:** When an application is scheduled for a public hearing by the ADRB, the Hillsborough Municipal Code requires notification of neighbors within a certain distance from the property. Town staff will prepare the notice and mailing list, and the applicant will be responsible for preparing the envelopes for mailing. The instructions and deadlines for completing this aspect of the application will be provided after the application has been submitted and deemed complete.

Plan Assembling and Folding Diagram



For reduced plans:

- Staple photos and other attachments along the upper left corner.
- Fold the plan sets in half.
- Clearly print the site address on the outside, as in Step 4.

Plan sets should open & read like a book, *from right to left.*

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ADRB APPLICATION FORM – OWNER'S AUTHORIZATION

For architectural projects such as additions, new houses and exterior modifications

(Please type or print legibly)

Authorization of property owner(s): In signing this application, I/we, as property owner(s) have full legal capacity to, and hereby do, authorize the filing of this application. I/we understand that conditions of approval are binding. I/we agree to be bound by those conditions, subject only to the right to object at the hearing or during the appeal period.

Please circle: Mr. and Mrs. / Mr. / Mrs. / Ms. / Dr.

Name(s): _____

Signature(s): _____

Mailing Address: _____
(street or P.O. Box)

_____
(City, State and Zip Code)

Phone Number(s): _____ Fax: _____

Project Architect/Designer: _____

Mailing Address: _____
(street or P.O. Box)

_____ BUSINESS LICENSE #: _____
(City, State and Zip Code)

Phone Number(s): _____ Fax: _____

Email Address: _____

Note: if the architect/designer is not located in California, a local project representative must be identified. Please include phone and fax numbers and email address.

Who will complete the mailing of public notices? _____

Phone Number(s): _____ Fax: _____

Email Address: _____

Please check here if you would like to receive your public notification packet via email: ☐

GENERAL DATA

Project Address: _____

Assessor's Parcel Number: _____

Lot Size: _____sq. ft. Net Lot Size (if applicable): _____ sq. ft.
NOTE: "Traverse Closure Calculations" or the architect's verification **must be** attached. If the site includes an access easement (for right-of-way or driveway access to another lot), also provide "Traverse Closure Calculations" for the **net lot size**, which is the lot size to be used in calculating the F.A.R. and lot coverage for the project.

Project Description: _____

_____

The project includes *(check all that apply)*:

- ❑ The teardown of an existing house and/or other structures
- ❑ Installing entirely new roofing material
- ❑ New floor area at the second or third story
- ❑ The removal of trees (trunk diameter >12")
- ❑ Fencing, gate(s), pilasters along the street
- ❑ The installation of new landscaping
- ❑ Floor Area exceeding 8,000 sq. ft.
- ❑ A driveway cut in a location where there currently is not one
- ❑ A Second Unit – an independent living unit
- ❑ Retaining walls higher than 4.5 feet
- ❑ Replacing (in kind) existing windows
- ❑ Grading in excess of 1,500 cubic yards
- ❑ Detached accessory structure(s)
- ❑ Floor Area exceeding 12,000 sq. ft.

Roof Material (manufacturer, style, color): _____

Exterior Materials: _____

Architectural style of house: _____

Date of Original Construction: _____ Original Architect: _____

Distance from main house (new/existing portion) to property lines at the closest points:

Front: _____ Back: _____ Left Side: _____ Right Side: _____

Maximum Building Height (in feet), at highest point, from:

Existing grade: _____ New/final grade: _____

Total number of bedrooms (or rooms that could be considered bedrooms): _____

Number of on-site parking spaces provided: In garages _____ Other, "open" parking spaces indicated (with dimensions) on the plans _____.
NOTE: Other, "open" spaces identified here shall not include those within the required back-up space behind garage doors nor "tandem" parking spaces, which do not count as required parking.

Preliminary grading calculations (include basement, where applicable): _____ cubic yards cut; _____ cubic yards fill.

LOT COVERAGE Calculations - See the Development Standards for lot coverage definitions.
You may attach additional pages, if necessary.

LOT COVERAGE in sq. ft.	Structure	Hardscape*	Landscape	Total
Existing				**
To be removed				
To be added				
TOTAL				**
% of total lot				100%

Total Structural Coverage allowable: _____ (to be completed by staff)

***Hardscape is impervious surface such as driveways, parking spaces, roofed porches, entries, lanais, porticos, swimming pools, courts, patios, decks, walkways, steps, solar panels, gazebos, pergolas, etc. See the Development Standards for further information.
****This is the lot size, or the net lot size, from previous page.

FRONTYARD HARDSCAPE Calculations - Required *only* for proposals involving work within the front yard setback area, which is usually the front 25 or 30 feet of the lot (see the Development Standards for setback definitions).

	Square Feet	% of Setback Area	% Allowed
Hardscape			**40% maximum**
Landscape			**60% minimum**
TOTAL			**100%**

FLOOR AREA RATIO (FAR) Calculations - Include all enclosed floor space, including garages; see the Development Standards for definitions as calculations for some areas (such as those with low sloping ceilings, high ceilings, mechanical rooms or basements) may not be calculated at 100%. Additional columns may be added for accessory buildings, etc., if necessary.

FAR in sq. ft.	Basement	First Floor	Second Floor	Total
Existing				
To be removed				
To be added				
TOTAL				

Total (proposed) floor area = _____ % FAR (based on lot size, or net lot size, if applicable)

SQUARE FOOTAGE Calculations - This is the actual house/structure size including all enclosed floor area (including garages, basements, attics, etc.) at 100% of square footage.

Square Feet	Basement	First Floor	Second Floor	Total
Existing				
To be removed				
To be added				
TOTAL				

(Staff Use Only)
Total allowable FAR: _____ sq. ft. Notes:

Town of Hillsborough

ADRB APPLICATION
Design Guidelines Checklist

This checklist is a tool to help applicants address the goals of the Town's Residential Design Guidelines during the project's design development; it identifies some, but not all, of the important issues discussed in the Design Guidelines. Compliance with the Design Guidelines does not ensure project approval by the ADRB. ***The completed checklist must be submitted with your ADRB application*** *(additional pages may be attached to complete your responses).*

A. Project Context and Neighborhood Involvement

		YES	NO
1.	Have you toured the neighborhood to evaluate the setting, spoken with other homeowners about your project, and/or attended a meeting of the ADRB? (*Looking Around*, p. 6)	☐	☐
2.	Have you contacted the adjacent neighbors about the proposed project? (*Neighborhood Involvement*, p. 6)	☐	☐

Briefly describe any neighborhood development concerns of which you are aware.

_____

_____

3.	Did the property owner/s <u>and</u> designer/s all attend the required pre-application meeting scheduled with Planning staff for this project? (*Staff Consultation,* p. 7)	☐	☐

4. Briefly describe how the proposed project addresses neighborhood context and the established development conditions of neighboring properties, including building setbacks and landscape treatments. (*Neighborhood Context,* p. 22)

_____

_____

5.	Does the proposed project *maximize* the view potential from the site and the distance from buildings on adjacent properties <u>and</u> *minimize* obstruction of key views from adjacent properties? (V*iews,* pp. 23 - 24)	☐	☐

B. Design Principles

6. Do the project plans clearly identify and illustrate the following:

	Commitment to the chosen architectural style in the design of all components of the residence such as: building mass; roof form, shape and pitch; façade symmetry, details and proportion; window proportion and design; building materials; and ornamentation? (*Consistency of Style*, p. 9)	☐	☐
	Historically accurate and/or appropriate building elements that directly contribute to the authenticity of the architectural style? (*Historical Accuracy*, p. 10)	☐	☐
	A superior level of craftsmanship and building materials? (*High Quality*, p. 11)	☐	☐
	Use of building materials that are consistent with their physical characteristics and properties of the architectural style? (*Honesty of Materials*, p. 12)	☐	☐

C. Architectural Style

7.	Is the architectural style a recognized traditional historical (or modern) form? (*Styles,* pp. 13 - 15)	☐	☐

C. Architectural Style (cont.)

		YES	NO
8.	Does the design demonstrate unique characteristics of a custom-built home? (Diversity, p. 5)	☐	☐
9.	Are the building forms and volumes designed and modulated to respond to the type of massing and scale traditionally associated with the architectural style? (*Building Elements,* pp. 33 - 35)	☐	☐
10.	Are exterior details (such as trim features, moldings, tiles, wall niches, etc.) unique to the project and consistent with the scale of the structure and the architectural style? (*Detailing,* pp. 41 - 42)	☐	☐
11.	Do colors and textures of architectural features strongly contribute to the quality and richness of the proposed structure(s)? (*Materials and Finishes,* p. 42)	☐	☐
12.	Have appropriate materials and design principles been expressed in the roof, eaves and chimneys to contribute to the architectural style? (*Roofs,* pp. 51 - 57)	☐	☐
13.	Do the windows represent an appropriate glazing type, size, shape, proportion, material, reveal (inset into the wall), trim detail and sill design that actively contribute to the architectural style? (*Windows,* pp. 59 - 62)	☐	☐
14.	Are the doors and entry features appropriately scaled to the building façade and of appropriate sizes, materials, scale and quality to reflect the architectural style? (*Doors,* p. 63)	☐	☐

D. Site Planning

15.	Does the project design integrate natural site features such as mature and/or native trees and other existing vegetation? (*Natural Site Features,* p. 18)	☐	☐
16.	Does the siting and design of structure(s) conform to the natural contours of the site and minimize site grading? (*Topography,* pp. 18 - 19)	☐	☐
17.	Does the slope of the project site exceed 25 percent? (*Building on Hillsides,* pp. 20 - 22) *If yes, please complete the following (if no, skip to # 18):*	☐	☐
	Does the building step up/down the hillside in volumes appropriate for the chosen architectural style?	☐	☐
	Are roof forms of the building generally parallel to the slope of the site?	☐	☐
	Does the project minimize overhanging or cantilevered decks or other building features?	☐	☐
	Are the materials of exposed retaining walls harmonious with the color and character of the adjacent landscape?	☐	☐

E. Massing

18.	Is the scale of the building mass appropriate relative to other buildings, streets and/or adjacent open space features? (*Neighborhood Context,* pp. 28 - 31)	☐	☐
19.	If this project would introduce a new second story in a neighborhood with existing one-story homes, does the proposed design:		
	Modulate building mass? (p. 28)	☐	☐
	Include a partial (rather than a full-size) second story and increase setbacks of second story volumes? (p. 28)	☐	☐
	Include a change from a Ranch Style home to another architectural style? (pp. 29-30)	☐	☐

Town of Hillsborough

ADRB APPLICATION
Completeness Checklist

Key Points:

- It is up to the design professional to ensure that the plans contain sufficient information for the neighbors, the staff and the ADRB to understand what the completed project will look like, depending on the nature, size and location of the project.

- Information must be clear and understandable. No construction-level drawings/details. Use only symbols that have explanations. Vary the weights of lines to facilitate plan reading.

- For proposed additions, the ADRB, neighbors, and staff need to see what you are proposing **in relation** to what exists. Show the existing (with "to be removed" or "to remain") and the proposed project. It is often successful to show each existing exterior elevation on the same page as each proposed elevation.

- If your project includes fencing along a street, driveway/pedestrian gates, columns or landscaping, consult the design review application forms specific to those types of projects for plan requirements.

Basic Plan Requirements:

- ❑ Each plan page should include the name of the property owner, the site address, the date of the plans, and the name, address and phone number of the design professional.
- ❑ Include the north arrow, an indication of the scale used for each plan, etc.
- ❑ Include only information that is required; do not provide other things, such as construction-level details (furniture, switch locations, plumbing notes, etc.) and symbols.
- ❑ Include project data such as existing square footage, square footage to be added, FAR, etc. Project data on plans should match the General Data in the application form.

Minimum Requirements for a Complete Plan Set:

☐ **Location Map**: On the first page of your plans, show the location of the site in relation to surrounding properties and streets. At minimum, the location map should identify adjacent properties (with addresses noted) sharing a common property line and those directly across the street. See example on p. 13.

☐ **Site Plan**: Must be fully dimensioned and easy to read; be sure that the various lines and symbols are explained; use different line weights to facilitate reading the plan; include:

- ❑ All property lines and all easements (indicate by type and size) – include and dimension public utilities easements (P.U.E.'s) and access easements; use standard symbols.
- ❑ Rights-of-way: Show adjacent streets including width of right-of-way; the street centerline; edge of pavement; and dimensioned curb, gutter, and parking strip. Indicate how the parking strip is to be developed, if applicable (see Development Standards for details).
- ❑ Utility poles, fire hydrants and other major features. For clarity, please do NOT include sewer & water lines, electrical and other unnecessary information.

- ❑ Topography: Depending on the project, provide contours (every 2 feet; more for 20% slopes or greater), spot elevations, site sections to the street and neighboring properties. If a site is generally flat, a note to that effect can suffice.

Setback lines:

- ❑ Draw the required setback lines and provide dimensions to each property line from each structure's closest (from exterior wall) points.

All structures and improvements:

- ❑ Show all existing (E) and all new (N) structures. Indicate whether existing structures are to be removed.
- ❑ For teardowns and additions, show the outline of the existing footprint in a dashed line and note what it represents.
- ❑ Show walkways, patios, fences, utility & trash areas, balconies, stairs, etc.
- ❑ Specify hardscape materials, finishes, treatments, and colors.
- ❑ Include mailbox location (E) or (N). Indicate address numerals (minimum 4" high) at the street.
- ❑ Include posts, gates, keypads for gates, etc.
- ❑ For driveways, show the driveway apron; actual width at narrowest point (min. 14'); and driveway slope (max. 16%) for new and existing to remain.
  NOTE: All new driveway cuts require City Engineer approval. Stake the proposed location on the site and call 375-7444 to arrange the approval **before** submitting the application to the Planning Office.
- ❑ Dimension the guest parking areas (minimum 9' x 18') and the 25-ft. required backup area from the garage.

Trees:

- ❑ Show (either on the site or landscape plan) all trees with a 12" or greater diameter; indicate size and species.
- ❑ Indicate trees to be removed with a large **X** through the trunk. Show replacement trees to be planted.
- ❑ Show actual, rather than stylized, tree canopies. Where development encroaches tree canopies, attach an Arborist Report and include the arborist's recommendations in the project plans.
- ❑ List all trees to be removed by size, species and condition and attach Arborist Report, if applicable (talk to Planning staff about the specifics of your application).
- ❑ Town policy encourages the removal of Blue Gum Eucalyptus (Eucalyptus globulus) and Acacia (Acacia baileyana) trees; the plan should include their removal (for which no tree removal fee or Arborist Report is required).
- ❑ Monterey Pine (Pinus radiate) and Monterey Cypress (Cupressus macrocarpa) trees are susceptible to disease. For all of these trees within the public right-of-way and/or front yard setback area that are not designated for removal, provide an Arborist Report and include the arborist's recommendations in the project plans.
- ❑ Number the trees on the plan to coincide with those in the Arborist Report.

☐ **Roof Plan:** This may be shown on the site plan, if it is clearly legible.

- ❑ Include skylights (with a note that they are tinted, if applicable, and they are a flat style).
- ❑ Include dormers, ridges, turrets, solar collectors, etc. and dimension the size of eaves (typ.)
- ❑ Indicate the roof slope, if applicable.

- Indicate the roofing material. Provide (either here or on elevations) the manufacturer, style and color of the proposed roofing material. Include the brochure cut sheet or actual sample on materials/color board. Plan to bring a full-sized sample to the meeting.

☐ **Floor Plans:** Must be fully dimensioned and easy to read. All symbols must be explained.

- Include all floors and all buildings (including basements, garages, pool houses, etc.).
- Provide exterior dimensions (to exterior walls); label all rooms by type of room and indicate the room size (in square feet); number the bedrooms.
- Graphically show the interior dimensions (using dimension lines with dimensions specified), at the minimum dimensions, for all garage spaces.
- For remodels, show the existing walls to remain and to be removed. Include a legend.
- Show the locations of hot water heaters and furnaces.
- Please do not show furniture, built-in cabinets or ceiling/flooring features.

☐ **Elevations of Building (and other structures, such as fences, trellis, etc.):** Elevations of all structures must be fully detailed, annotated, and dimensioned.

- Show the height (in feet and inches, not just spot elevations) of each exterior wall from finish grade to roof ridge (show all appropriate intermediate dimensions) and floor-to-ceiling heights.
- Indicate, by a dashed line (or other appropriate symbol) the existing grade and specify the difference between it (if any) and the finish grade.
- Specify (annotate with notes) all materials and use appropriate symbols to represent the materials (especially for roofing texture, siding, etc.).
- Show the architectural detailing (provide larger scale drawings/sections) of window trims, rails (for ironwork, indicate sizes, shapes, spacing and color of members), and other architectural elements.
- Light fixtures: Draw all visible architectural (not recessed or minor landscape lighting) fixtures, to scale and attach to each plan set (at the front, with the site photos) copies of cut sheets for the light fixtures – be sure that the dimensions, finish and wattage are specified. Be sure that the fixtures drawn on the plans accurately represent the fixture as provided on the cut sheets.
- Roofing: indicate the manufacturer, style and color (add a brochure cut or actual sample to the materials/color board).
- Other unique architectural features: Describe and/or provide cut sheets for any unique features, such as stone, iron, foam, etc., to accurately represent the design concept.
- Mailbox: Plans must reflect provisions for a mailbox and house numerals, minimum 4” high (document the existing or show proposed), at the street.
- Include elevations for fencing (except common styles like chain-link), posts, columns, etc. Refer to the fencing application for specific plan requirements.
- For additions and teardowns, show the outline (only—not windows, chimneys, etc.) of the existing structure on all elevations of the new or remodeled structure.
- **On a section through the highest point of the roof,** graphically demonstrate compliance with the Town’s building envelope (height) limitations (see the Development Standards).
- It is helpful to laypersons if you include “right side”, “front”, “rear”, etc. in the references to the elevation drawings, rather than just “north”, “east”, etc.

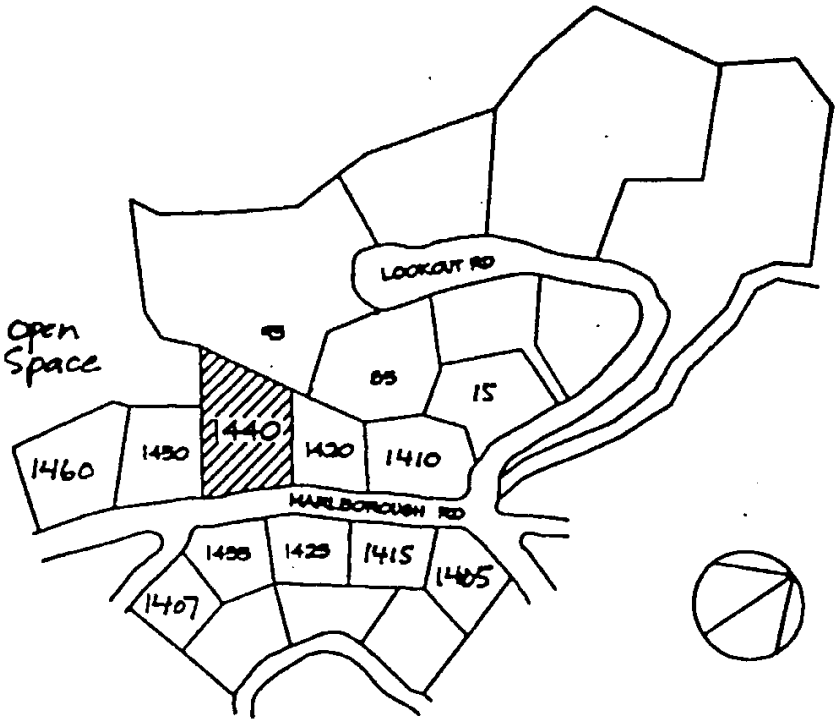
☐ **Site Sections:** For two-story projects (new houses and additions), especially those on sloping sites, site sections through neighboring properties (where there may be view or privacy issues) should be provided. Decisions on projects sometimes are postponed until this is submitted, so it is wise to submit this with the application.

☐ **Perspective:** For all new houses, a perspective drawing (from the street) should be done to help neighbors understand how the project will look when completed. The designer may find it helpful to post a copy of this on the site when the story poles are installed. The perspective need not be colored, but if it is, it will substitute for the required colored elevation.

☐ **Landscape Plan:** All new houses (on vacant lots and teardowns) require full landscape plans. For most architectural projects of any scale, some landscape mitigation is expected. Instructions and plan requirements for landscape plans are included in the Landscaping Application, which is available in the Planning Office. If the architectural project includes landscaping, it is necessary to complete a separate Landscaping Application form; prepare the landscaping plan by following the instructions included in the Landscaping Application Packet; collate the landscaping plan sheets in with the architectural plan sheets; and submit the plans as one project. Consistency between the architectural site plan and the landscaping plan is essential.

Attachments: Sample Location Map, Geometric Verifications of Calculations

Sample Location Map



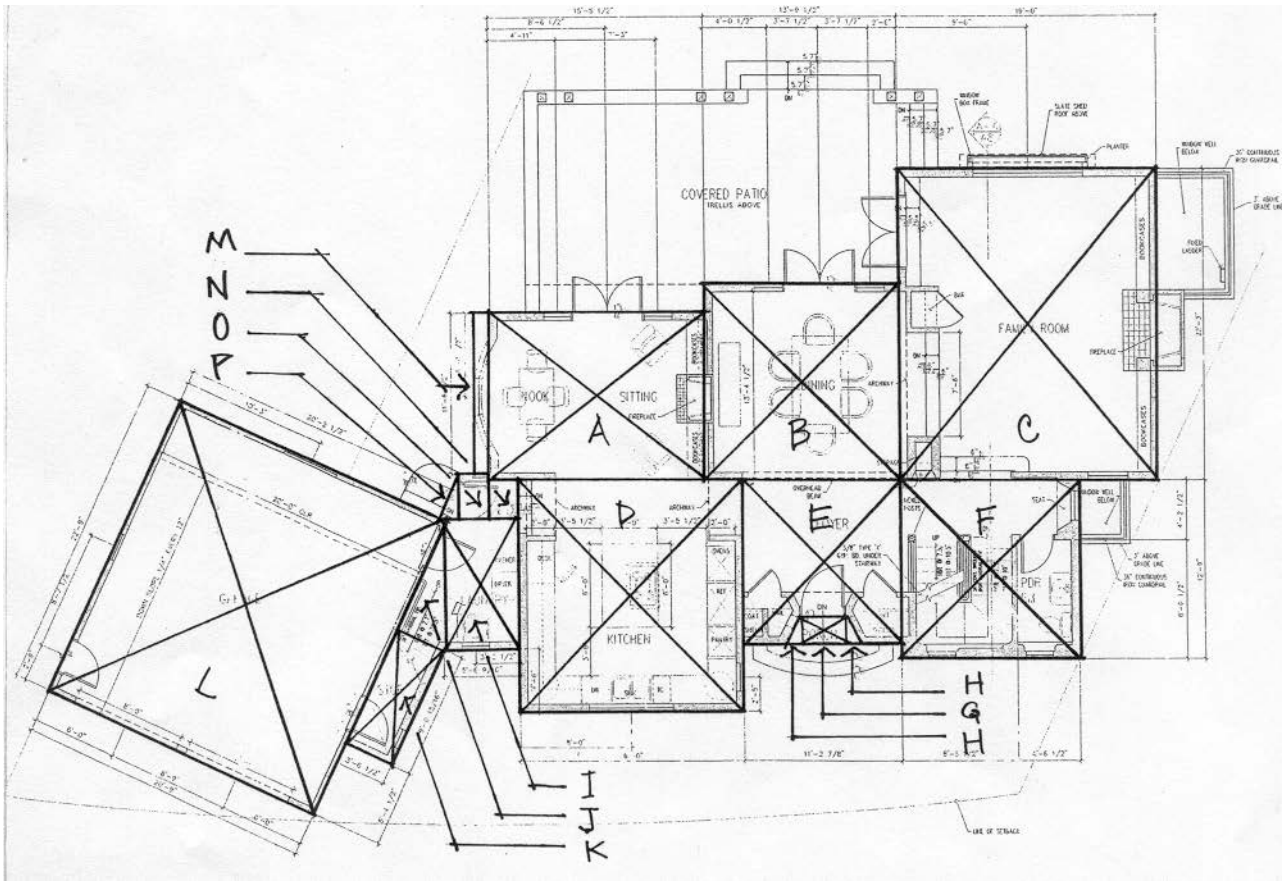
This is an example of a location map that must be on the first page of each plan set. Show the project site relative to nearby properties and streets. Include the addresses of all adjacent (including to the back and across the street) properties. If a pre-printed map is used, be sure that the entire street name is included for all adjacent streets. The location map must be oriented on the page in the same manner as the project site plan.

Geometric Verification of Calculations

Floor Area, Structural, and Hardscape Lot Coverage

One set of floor plans must be marked (and submitted separately, as individual sheets) to graphically demonstrate the calculations that were made to determine the amounts of floor area. In the same fashion, one site plan must demonstrate the structural and hardscape lot coverage calculations. It is easiest if the calculation verifications are done, freehand, on one print. Please do not include a copy of this in each plan set.

- Show the entire floor plan (all floors, all structures, existing "to remain"/be removed and proposed).
- Break up the areas into large, common geometric shapes (such as squares, triangles, circles, etc.).
- Use an **X**-out technique to indicate what portions of the whole area are counted in the subsection. Assign a letter (A, B, C, etc.) to each subsection for reference.
- If some areas are not counted (such as areas with limited heights, portions of stairways, portions of basements, etc.), provide an explanatory note as to why they are not included.
- List the subsections by reference letter (A, B, C, etc.), the mathematical formula, and the square footage. Add and subtract each subsection accordingly. Provide subtotals, as necessary.
- Show the totals, which should be consistent with the information provided in the matrixes in the General Data sheets.



A	15.46 x 12.58	**=**	194.4	**G**	4.5 x 3.25	**=**	14.6 (-)	**L**	22.75 x 20.21	=	459.8
B	13.79 x 14.5	=	199.9	**H**	3.25 x 2.25 ÷2	**=**	3.7 (-)	**M**	1.25 x 12	=	15.0
C	22.25 x 19	=	422.8	**H**	3.25 x 2.25 ÷2	=	3.7 (-)	**N**	3.25 x 3	=	9.8
D	16 x 17.33	**=**	277.3	**I**	9.75 x 5.66	=	55.2	**O**	3.25 x 4	=	13.0
E	11.75 x 11.22	=	131.8	**J**	9.75 x 3.54 ÷ 2	**=**	17.3	**P**	3.25 x 4 ÷ 2	=	6.5
F	13 x 12.75	=	165.8	**K**	9.98 x 3.54	=	35.3		**Total:**		**1,981.9**