Architectural Review Board Application Checklist

EXTERIOR CHANGES, ADDITIONS or NEW DETACHED STRUCTURES:

- ☐ Site Plans – need the following:
  - ☐ Drawn to a recognizable scale like ¼" = 1'-0" AND with significant dimensions
  - ☐ Showing footprint(s) of all existing and proposed structures
  - ☐ Setback of all structures from the property lines
  - ☐ Onsite parking and drives (and if any changes to the foot print
  - ☐ Location of structures on adjacent lots
- ☐ Elevations of all sides, differentiating existing from proposed
  - ☐ Scaled and with dimensions
- ☐ Photographs of all sides of current existing structure
- ☐ Sectional details with dimensions of structural members and materials from foundation to roof assembly
- ☐ Floor Plans to scale
- ☐ All exterior materials and colors
- ☐ Trade-off worksheet – for New Dwellings only
- ☐ Landscape plan(if applicable)
- ☐ Tree preservation plan (if required by ARB)

ADDITIONAL INFORMATION FOR NEW SINGLE FAMILY:

- ☐ Demolition Statement (if needed)
- ☐ Zoning sheet – showing lot coverage, setbacks, etc.
- ☐ Contextual information showing the relationship of new structure to neighboring properties:
- ☐ Elevations of streetscape including relative roof heights
- ☐ Showing footprint(s) of all existing and proposed structures
- ☐ Setback of all structures from the property lines
- ☐ Onsite parking and drives (and if any changes to the foot print
- ☐ Location and setbacks of structures on adjacent lots • All exterior materials and colors
- ☐ Landscape plan
- ☐ Tree preservation plan (if required)
- ☐ Interior changes to any load bearing walls – submit header plans

Bexley Residential Design Guidelines

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REQUIRED ATTACHMENTS:

- ☐ Architectural Plans
- ☐ Photographs
- ☐ Site Plan
- ☐ Landscape plans (for new principal structures)
- ☐ Permission for Agent to represent owner (if applicable)
- ☐ Slate, Tile or Shake roof replacements
  - ☐ Estimate for repair of existing
  - ☐ Estimate for replacement of existing with same or like material
  - ☐ Photos of existing
  - ☐ Estimate for replacement of existing with new material
  - ☐ Photos and specifications of new proposed roofing material

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