

ARCHITECTURAL AND LANDSCAPE DESIGN REVIEW CHECKLIST

The following information should be included in the materials submitted with the historic district review application unless the Planning Board determines that a specific item or items are not necessary for a complete understanding of the project. The Planning Board may require additional information it determines necessary for a meaningful review of the application, based on the nature of the project or site. **Failure to provide all the required and/or requested information may prolong the approval process and be subject to resubmittal fees.**

- 1) _____ A completed Zoning Permit application reviewed by the Zoning Official; and
- 2) _____ Plans SHALL be submitted showing all elevations of new structures and affected elevations in the case of additions, alterations or remodeling and such details as to elements of design, exterior materials and treatments, roof structures, exposed mechanical equipment, service and storage areas, retaining walls, landscaping, signs, light posts, parking areas and fences, service and loading areas and such other information as the Planning Board may require for a complete application; and
- 3) _____ Photographs of the structures being modified; and
- 4) _____ Environmental Assessment Form, with Part 1 completed and signed by the applicant; and
- 5) _____ All required fees.

The Planning Board MAY require the following information based on the project, site and/or location.

_____ A site plan showing both existing and proposed contours at five-foot intervals, all existing trees with a trunk diameter of four inches or more at a point three feet above ground level and whether such trees shall remain or be removed, and/or other topographical features; or

_____ Photographs of all buildings within 250 feet of the proposed structure, addition, alteration, or remodeling.