

CULTURAL AFFAIRS COMMISSION
ARCHITECTURAL SUBMISSION MATERIALS CHECKLIST
(AS IT APPLIES TO YOUR PROJECT; ADDITIONAL MATERIALS MAY BE REQUESTED)
Conceptual and Final Approval may be combined

A. REQUIRED SUBMISSION MATERIALS FOR CONCEPTUAL APPROVAL:

Please provide electronic copy of these documents on a USB flash drive, or email all documents as follows:

- Application (incl. narrative) in WORD format
- Presentation drawings in PDF and/or PowerPoint formats.

1. COMPLETED APPLICATION FORM
2. CHECK FOR FEE AMOUNT, OR INDICATE IF FEE EXEMPT,
3. WRITTEN NARRATIVE
4. LOCATION MAP
5. SITE PLAN
6. PLAN(S)
7. ELEVATIONS
8. SECTIONS
9. LANDSCAPE PLAN(S)
10. PERSPECTIVE RENDERINGS OR WORKING MODEL PHOTOS
11. SITE PHOTOS

- Provide three hard copy sets of the presentation at the meeting for reference (11x17)

B. REQUIRED SUBMISSION MATERIALS FOR FINAL APPROVAL:

1. COMPLETED A-2 FORM INCLUDING WRITTEN NARRATIVE
RESPONSE TO COMMENTS AT CONCEPTUAL REVIEW
2. CHECK FOR FEE AMOUNT (INDICATE IF FEE EXEMPT)
3. RESUBMIT FINALIZED VERSION OF MATERIALS CHECKLIST
REQUIRED FOR CONCEPTUAL APPROVAL LISTED ABOVE
4. COLOR AND MATERIAL SAMPLES FOR ALL FINISHES:
INTERIOR & EXTERIOR (COLORS MUST BE ACCURATE)
5. COLOR RENDERING(S) AND/OR MODEL
6. TYPICAL FURNITURE LAYOUT IF APPLICABLE
7. EXTERIOR NIGHT LIGHTING SCHEME IF APPLICABLE

FOR STAFF USE ONLY:

1. VERIFICATION OF PERCENT FOR ART FEE: () APPLIES () DOES NOT APPLY