



# Town of Arlington

## Design Review Committee Site Plan Application

*Refer to Meeting and Submittal Dates Calendar for Application Deadlines*

Project Name: \_\_\_\_\_ Zoned: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Developer Contact: \_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Architect Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Engineer Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### Instructions for Submitting an Application:

- Fee Schedule: \$400.00  
\*Make checks payable to the Town of Arlington\*
- Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Fee Receipt #: \_\_\_\_\_

## **Design Review Committee Site Plan Application**

### **Preliminary Submittal for Review by Staff:**

- Submit two (2) sets** of complete application package including Site Plan application form with checklist and all items specified on the checklist. All drawings must be the required scale, folded and all items submitted in sets for distribution to Staff for review.
- Exterior materials display board with examples of all proposed building materials and colors.

### **Revised Submittal For Presentation To Committee:**

- Once all revisions have been made, **submit fourteen (14) sets** of complete application package including Site Plan application form with checklist and all items specified on the checklist. All drawings must be folded and all items submitted in sets for distribution to Commission Members.
- One (1) digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

**Note: Any decision that is appealed from the Design Review Committee to the Planning Commission will result in a \$300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a \$200.00 fee.**

## **Checklist**

### **Site Plan:**

- Site plan approved by the Planning Commission, reflecting any changes required by the Planning Commission
- Provide site data (setbacks, open space, site size, and building site) on site plan

### **Elevation Plan:**

- Elevation of all exterior sides of a building showing:
  - building elevation & design
  - proposed building materials
  - building height

### **Landscaping Plan:**

- Identification of all existing trees, denoting those to remain and those to be removed, with grading shown to save trees where possible
- Landscaping plan showing all proposed new trees, shrubs, and ground covers, shown graphically with plant common names and size (in height, caliper, and gallon, as appropriate)
- Show location of any fence used for screening and provide rendering showing fence design, materials, and height

### **Exterior Lighting – provide cut sheets with the following details:**

- Photometric plan showing:

- location on site
- photometric counts on the site and spill onto adjacent properties

- Height of pole-mounted fixtures, including base
- Style of fixtures for all exterior fixtures (parking lot and building), including color of fixture, intensity of lamp, and details of globe

**Garbage Collection Areas:**

- Location indicated on site plan
- Garbage dumpster enclosure design, materials, and dimensions

**Gas and Electric Meters and Transformer Locations:**

- Location
- Screening method
- Water meter location

**Mechanical Units and Vents (Plumbing, Heating, etc.):**

- Location
- Screening method

**Any additional information required by Staff for adequate review of the request.**

## Design Review Committee Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.
2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Design Review Committee Agenda.
3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.
4. By signing this document, the applicant and owner accept the above conditions.

*Copy and use additional pages if necessary*

<b>APPLICANT:</b>	<b>OWNER:</b> (if different from applicant - if same, note "same") <i>*Owner information is required</i>
<b>If an Entity:</b>	<b>If an Entity:</b>
Name of Entity:	Name of Entity:
By (Signature):	By (Signature):
Print Name:	Print Name:
Title:	Title:
<b>If an Individual(s):</b>	<b>If an Individual(s):</b>
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature: