

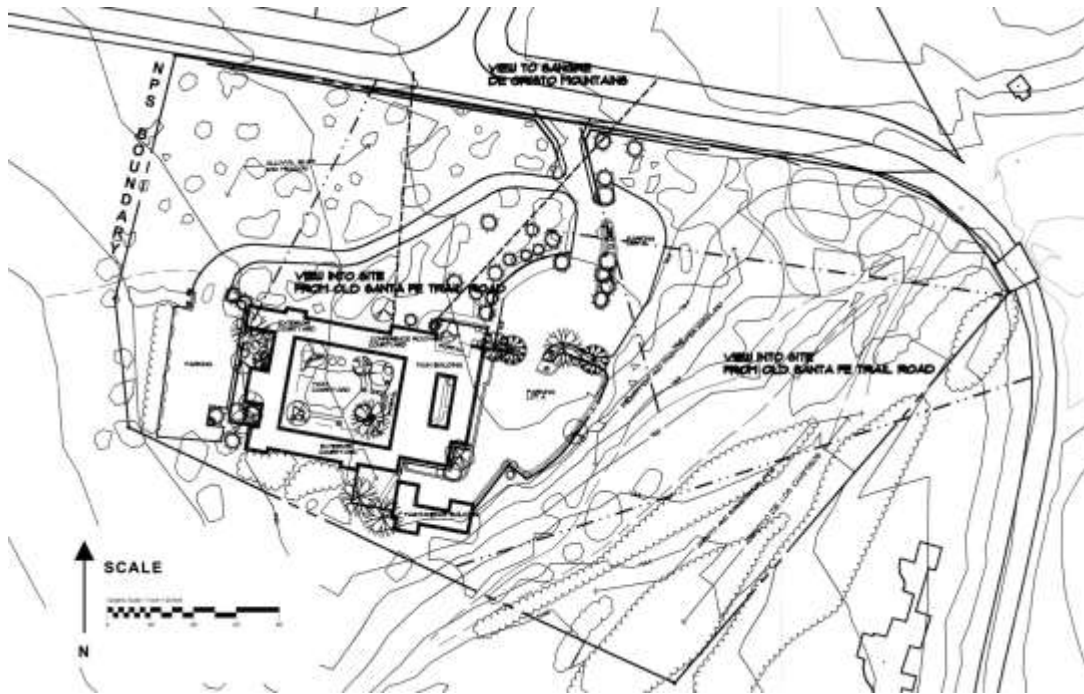
## HDRB REQUIRED MATERIALS

- APPLICATION FORM signed by the owner. Digital signatures are encouraged.
- PRELIMINARY ZONING REVIEW WORKSHEET approved and signed by Current Planning staff through digital submission and signature only. Please see attached instructions.
- PROPOSAL LETTER  
Itemize each part or element of the proposed project in detail. Include information about location, square footages (roofed, unroofed, and flat surfaces), heights measured from finished grade, other dimensions, materials, colors and finishes, type of windows and their material or cladding, yardwalls and gates, etc. Anything that is not itemized may be denied or delayed for approval. Include a brief architectural history of the building(s), i.e. original date of construction and dates and types of all previous alterations, etc. DO NOT rely on architectural drawing sheets.
- PHOTOGRAPHS  
Photographic images illustrating the project site, visibility from a public way or entry that shows the building and its immediate vicinity, and all elevations of the building must be submitted. These photos are used for the Powerpoint in order to show the project in detail to the Board. Please provide any other details you wish to be seen as well as the list above. Each photograph must include a caption that shows the property address and describes the subject of the image. (i.e. 1500 Canyon Road North Elevation)
- EXTERIOR FINISHES  
Color swatches which reflect paints, stains, and stucco colors with manufacturer name and color labels. (i.e. Behr Brown or El Rey cementitious "Adobe") "To match existing" is not the name of a color and is not an acceptable request.
- COMPLETE EXISTING AND PROPOSED SITE PLAN  
Submit a digital site plan showing the relationship of the project to the street and adjacent properties at 1"=20' or larger. Include a graphic scale and a north arrow. Include written zoning setback dimensions. Show all proposed changes to the site.
- COMPLETE EXISTING AND PROPOSED FLOOR PLANS  
Floor plan(s) must be dimensioned placed one above the other for easy visual comparison. Clearly indicate the existing construction. If the structure is larger, the existing and proposed floor plans may be on separate pages. Include a graphic scale and a north arrow.
  - Residential: Floor plans must be ¼" = 1'-0" for residential projects
  - Commercial, Institutional or Large Residential must be ⅛"=1'-0"
- COMPLETE EXISTING AND PROPOSED ELEVATIONS  
Floor plan(s) must be dimensioned placed one above the other for easy visual comparison. Clearly indicate the existing construction. If the structure is larger, the existing and proposed floor plans may be on separate pages. Include a graphic scale and a north arrow. Drawings must indicate all heights, accurate window and door openings, and relevant dimension lines, extension lines, and leader lines. Drawings must indicate parapet height from existing or finished grade whichever grade is more restrictive only. Elevations containing existing yardwalls and fences must be done to show the elevation with the yardwall or fence and again showing the elevation without the yardwall or fence. Drawings for walls and fences may include entire lengths or just typical elevations with all relevant details including gates, pilasters, and lights.
  - Residential: Floor plans must be ¼" = 1'-0" for residential projects
  - Commercial, Institutional or Large Residential must be ⅛"=1'-0".

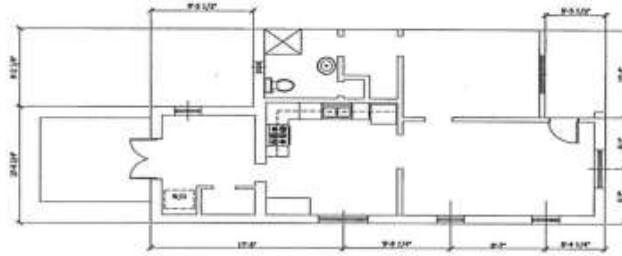
Please do not submit partial plans or revision clouds.

NOTE: No substantial changes can be made to a historic district review board hearing application without previous planner review. Changes offered after the posting of the agenda or at the hearing may result in postponement of the case.

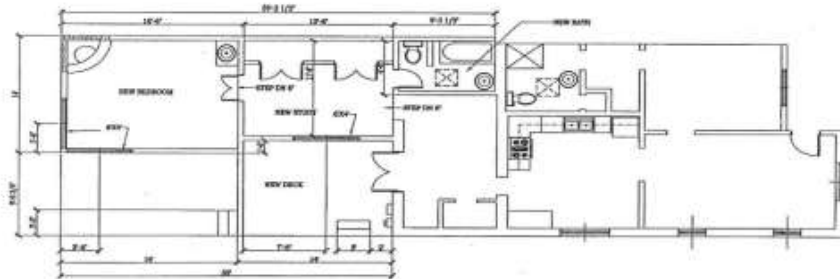
□ COMPLETE SITE PLAN: EXAMPLE



□ COMPLETE EXISTING AND PROPOSED FLOOR PLANS: EXAMPLE



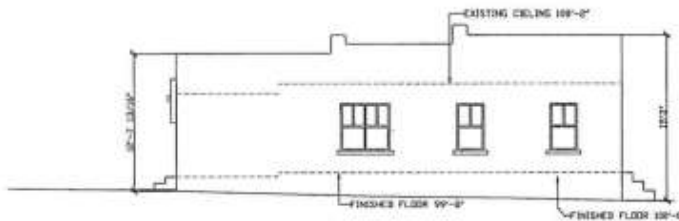
EXISTING FLOOR PLAN



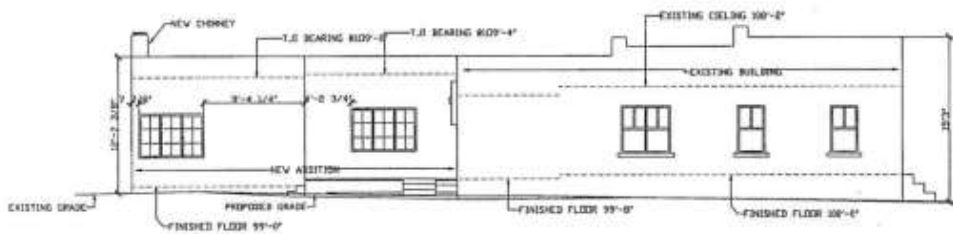
PROPOSED FLOOR PLAN



□ COMPLETE EXISTING AND PROPOSED ELEVATIONS: EXAMPLE



EXISTING NORTH ELEVATION



PROPOSED NORTH ELEVATION

