

FACADE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) individual copy (color) of 24" x 36" and one (1) individual copy (color) of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address, and phone number of owner, applicant, and surveyor
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and materials location on elevations, corresponding to the materials on the sample board
- Building outline with north arrow
- Materials calculations table containing the following information for each elevation:
 - Total surface area of each elevation
 - Glazing surface area of each elevation (exclusive of doors and windows)
 - Net surface area of each elevation (exclusive of doors and windows)
 - Area of each material and percentage (calculated against the net surface area)
- Building dimensions (if multiple heights are used, provide dimension for each)
- Provide estimated allowable wall mounted signage size for each elevation (show as a dashed box on the elevation)
- Location of mechanical equipment. Cross sections of sight lines may be requested to verify screening of mechanical equipment
- One sample board with a maximum size of 11" x 17" shall be provided. **The sample board shall include paint color and material samples to correspond to the Facade Plan.** A minimum 4' x 4' building material mock-up board needs to be constructed at the work site and inspected by the Planning Division prior to vertical construction.
- Standard language and/or notations, as follows:
 - "This Facade Plan is for conceptual purposes only. All building plans require review and approval from the Building Inspections Department"
 - "All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance"
 - "When permitted, exposed utility boxes and conduits shall be painted to match the building"
 - "All signage areas and locations are subject to approval by the Building Inspections Department"
 - "Windows shall have a maximum exterior visible reflectivity of ten (10) percent."
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature _____