



Architectural Review

Office Use Only

Permit # _____

Date Approved _____

Staff Signature _____

Application•

Property Address _____

Property Owner _____ Phone _____

Project Description _____

Property Owner Mailing Address _____

Agent (If different than Owner) _____ Phone _____

Agent Mailing Address _____

Agent Email _____

Zoning _____ Overlay Zoning _____

Application Date _____ Fee Paid _____

Owner/Agent Signature _____

(2) copies 24" X 36", (2) copies 11" X 17" (Wet Stamped) and a CD with PDF's of all plans shall be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note - ALL items checked will be required at the time of submittal.

- | Rq'd | Rc'd | Item |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee (See staff planner for current fees) \$ <u>0</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's name, address & telephone number |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Owner's permission form |
| <input type="checkbox"/> | <input type="checkbox"/> | Context Aerial - with site highlighted |
| <input type="checkbox"/> | <input type="checkbox"/> | Written Project Narrative - describing nature of request (see page 2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Homeowner's or Property owner's Association Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Color Photographs of site - include area of request |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan - indicate the extent and location of additions, buildings and other structures, sidewalks, dimensions of existing and proposed structures, sidewalks, and/or driveways as well as any required setbacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Samples - color chips, awning fabric, glazing, stone, brick, stucco, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan - indicate location of existing and new plants, location and dimension of paving, a plant palette with names, symbols, sizes, spacing and quantities, with open space/landscaping calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross sections - including all cuts and fills |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Grading/Drainage Plan - show existing/proposed drainage flows, retention, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan(s) - show additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Lighting - provide cut sheets, details and photometrics for any proposed lighting.
Other: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevation Drawings or Color Photo Simulations - of additions, buildings, or other changes with materials and colors noted and keyed. |

Project Narrative Architectural Review Commission

While preparing the project narrative, please refer to the Architectural Review Commission Design Guideline (criteria), which serve as the basis for the review and approval of your proposal. Provide information, descriptions, and explanations that are indicated by the Project Planner.

- Describe how the proposed development is consistent with the Cottonwood Heights' General Plan, the Zoning Ordinance, any pertinent master plan, or corridor/streetscape guideline.
- Explain how the proposed development will contribute to the general health, welfare, safety and convenience of persons residing or working in the vicinity.
- Describe the spatial relationship that will exist between nearby structures and the proposed development, as well as open spaces, and topography, both within the project site and in the surrounding context.
- Explain how the site layout will promote safety and convenience relative to ingress, egress, internal circulation for pedestrians and vehicles, parking areas, loading and service areas.
- Describe how the architectural characteristics of the proposed development relate to character elements and design features of the structures that are within the surrounding context.
- Describe how the design features and details of the proposed development have been utilized to screen all mechanical equipment, appurtenances and utilities.
- Describe how the proposed development is consistent with the Architectural Design Guidelines.
- If the proposed development is located within the Fort Union Corridor district, then describe how the proposed development has incorporated urban character and pedestrian orientation throughout the design of the project.
- If the proposed development is located within the Fort Union Corridor district, then describe how the proposed development has incorporated traditional design vernaculars, subdivided the building form into smaller character elements, emphasized fine-grain detailing, and utilized recessed fenestrations.