



## ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

### EXTERIOR ALTERATION/REPAIR

Check each work item for which approval is requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Architectural Feature (decorative ornamentation) | <input type="checkbox"/> Retaining Walls                             |
| <input type="checkbox"/> Awning or Canopy                                 | <input type="checkbox"/> Roof (change in shape, features, materials) |
| <input type="checkbox"/> Chimney  | <input type="checkbox"/> Roof Vents                                  |
| <input type="checkbox"/> Curb Cut   | <input type="checkbox"/> Satellite Dish or Antenna                   |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Security Doors or Windows                   |
| <input type="checkbox"/> Doors  | <input type="checkbox"/> Shutters                                    |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Sidewalks                                   |
| <input type="checkbox"/> Gutters & Downspouts                             | <input type="checkbox"/> Siding                                      |
| <input type="checkbox"/> Light Fixtures                                   | <input type="checkbox"/> Signs                                       |
| <input type="checkbox"/> Masonry Cleaning, Repointing, Painting           | <input type="checkbox"/> Site Furnishings                            |
| <input type="checkbox"/> Material Change (wood, brick, etc.)              | <input type="checkbox"/> Solar Collectors                            |
| <input type="checkbox"/> Mechanical System Units                          | <input type="checkbox"/> Stairs/Steps                                |
| <input type="checkbox"/> Painting (paint removal, etc.)                   | <input type="checkbox"/> Storm Doors or Windows                      |
| <input type="checkbox"/> Paving (parking lot, driveways, landscaping)     | <input type="checkbox"/> Swimming Pool                               |
| <input type="checkbox"/> Porch – Maintenance and Minor Repair             | <input type="checkbox"/> Other: _____                                |
| <input type="checkbox"/> Porch – Major Repair and Reconstruction          |  |

List and describe in detail all work to be done for each item in the space provided on the following page include the following materials where appropriate and check appropriate box if included (add pages if necessary):

- A. Narrative – Describe the work.
- B. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. To scale drawings with dimensions will be required for major changes in design, e.g. roofs, facades, porches, and other prominent architectural features.
- C. If application is for any feature not on the primary structure, include a site plan.
- D. If material changes are proposed, include samples.

### NEW CONSTRUCTION/ADDITIONS

Include the following materials where appropriate and check appropriate box if included.

- Narrative – Written description of project and elements of work.
- For primary structure, outbuilding or addition.
1. Site plan with measured distances.
  2. Elevations drawings of each façade and plans with dimensions and specifications which clearly illustrate the exterior appearance of the site and building.
  3. Drawings, photographs, samples, manufacturer's illustrations, or other description of material to be used.
- Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavements, decks.

### DEMOLITION OF STRUCTURE – NARRATIVE DESCRIPTION

1. Describe the structure's condition and reason for demolition.
2. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

### RELOCATION OF STRUCTURE – NARRATIVE DESCRIPTION

1. Explain what building will be moved, where, why and if there are any proposed changes.
2. If a building will be moved into the district from outside, include photographs.
3. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features which may be altered or disturbed, e.g., foundations, walls, vegetation.



## DRAWING OF PROPOSED WORK

Please use this sheet or attachments to draw/sketch out your proposal to scale. You may use the grid provided to scale your drawings. For example: 1 square on the grid – 1 foot on the ground.

