



FACADE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.

GENERAL

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, space for Town Project 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 architect
- 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, and provide manufacturer name for materials.
- Show reduction of site plan as a key. Include the building outline with north arrow.
- Materials calculations table showing for each elevation
 - __ Total surface area of each elevation
 - __ List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (length and width). Verify that the dimensions on the façade plan match the dimensions on the site plan.
- Building height starting at grade level. Label the grade elevation at 0 feet. (If multiple heights are used, provide dimension for each)
- Do not show any signs on the building. They are not reviewed as part of the façade plan.
- Dash in the location of roof mounted equipment. If the equipment extends above the parapet, cross sections of sight lines may be requested to verify screening of mechanical units.

Add the following notes:

FACADE PLAN NOTES

- This Facade Plan is for conceptual purposes only. All building plans require review and approval by Development Services.
- All mechanical units shall be screened from public view as required by 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 Development Services
- Roof access shall be provided internally, unless otherwise permitted by the Chief Building Official

FOR FACADE PLANS SUBMITTED WITH A SITE PLAN:

- Provide dumpster enclosure elevations. Label the height and masonry materials and colors.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Name: _____

Preparer's Signature: _____