

PLEASE NOTE: EFFECTIVE JUNE, 2010, ELECTRONIC SUBMISSION IS REQUIRED.
PLEASE FOLLOW ATTACHED ELECTRONIC SUBMISSION INSTRUCTIONS.

NEW CONSTRUCTION PROJECTS CHECKLIST:

- The current property owner is listed as the applicant and has signed the application, or the proper paperwork has been submitted.
- Plans have calculations of the area and bulk on the cover sheet
- Were there any variances approved; if so, was it appropriate to the design concept?
- Site plan indicating historic specimen trees on the site, if any.
- Current (less than 1-year-old) Survey including the easements.
- Preliminary perimeter landscape plans with a hardscape plan, which includes second story additions.
- Elevation drawings with height dimensions
- Scale figures
- Dimensioned floor plans
- Style of structure.
- Hurricane shutters planned?
- Building colors/materials indicated on the plans and #5 on the application. (Color samples and material board shall be brought to the presentation)
- Location of air-conditioning units, pool equipment and (future) generators
- Storm water management plan (Ordinance 15-01)
- North/South and East/West landscape/hardscape cross sections, which include the neighbor's and Right of Way elevations, walls and landscaping, shall be submitted with all applications for new homes and major additions.

DEMOLITION PROJECTS CHECKLIST:

- Demolition report: A detailed history of the property including: The original architect, Year built, subsequent work done since original construction, including dates of work and names of architects, Size of existing structure(s), current condition of structure(s), and a photographic inventory detailing all exterior and interior spaces required for historical/archival purposes
- Current (not more than 1-year-old) survey showing existing structure(s) and the existing property lines.
- A vegetation plan indicating what vegetation will be removed, what vegetation will remain, and what vegetation will be added (if any).

LANDSCAPE AND HARDSCAPE PROJECTS CHECKLIST:

- Landscape material key and size container
- Percentage of green space
- Easements indicated on the site plan, including indication of historic specimen trees if any.
- Site lighting
- Hardscape plan including walls, gates, water features and planters.
- Florida Exotic Pest Plant Council's List of Invasive Plant Species: <https://www.fleppc.org/list/list.htm>
- Xeriscape Plant Guide by the South Florida Water Management District https://www.sfwmd.gov/sites/default/files/documents/ww0_waterwise_all.pdf

LANDSCAPE PRESENTATION CHECKLIST:

- Overlay drawing of landscaping showing the front elevation of the building and an overlay drawing at the street level if appropriate. (Interior court yard, etc.)
- Hardscape samples (pavers, stone, bricks, etc.)
- Rendered landscape plan (all 4 elevations) including hardscape plan.
- Landscape lighting plan to include a photometric plan that shows light levels approaching zero at the property line. Please bring in light fixtures to show the Commission during your presentation.
- Please include a detailed plant list broken down by trees/palms/shrubs/etc. Plant species should be identified as native or non-native. Please give the planting height and the established height of all plants.
- Native plants are defined by the University of Florida Institute of Food and Agricultural Services (IFAS) and can be found here: https://edis.ifas.ufl.edu/topic_native_plants

NOTIFICATION TO SURROUNDING PROPERTY OWNERS CHECKLIST: (Submit all with RECORD disc)

- Original Notice Affidavit
- Tax map identifying a **250' radius** around the subject property including the subject property.
- List of property owners within the **250' radius** including the subject property owner.
- Sample envelop and its contents. **Envelopes shall include the 1 page ARCOM application, the Notification to Property Owners and a single page graphic depiction showing a building and landscaping elevation of the intended project.** Envelopes shall be mailed at least 30 days or more in advance of the meeting date after submitting application with the Town.

REVISION CHECKLIST:

- No later than 9 days by **NOON** prior to the meeting
- Changes clouded
- A written narrative succinctly describing all changes must accompany all revisions submitted.

Instructions to Persons Applying for Architectural Commission Review:

Applicants are hereby notified that no project will be considered by the Architectural Commission which does not meet the requirements outlined below and the architectural guidelines which are attached.

Submission Requirements for New Construction and Major Exterior Remodeling:

According to submission deadlines posted in the office of the Planning, Zoning and Building Department and included in this application, applicants shall submit the following: Completed ARCOM Application (**electronic-on disc**) and filing fee.

- Notice Affidavit. (**electronic-on disc**)
- Notice to Surrounding Property Owners (**electronic-on disc**)
- Tax map identifying the subject property with a **250' radius** around the property (**electronic-on disc**)
- A list of all of the property owners within that **250' radius** including the subject property owner(s) (**electronic-on disc**) This list and address labels must be obtained from the Palm Beach Property Appraiser's Office, Mapping Department, 301 North Olive Avenue, Fifth Floor, West Palm Beach (561) 355-2881. You will need a property identification number (known as a property control number or a folio number) of the subject property to obtain the list. You should allow at least 10 days to receive this list from the Property Appraiser.
- **The envelopes shall include the 1 page ARCOM application, the Notification to Property Owners and a single page graphic depiction showing a building and landscaping elevation of the intended project.** The envelopes shall be mailed at least 30 days in advance of the meeting after submitting application with the Town. The return address on each envelope should be as follows: Town of Palm Beach, Planning, Zoning & Building Department, 360 South County Road, P.O. Box 2029, Palm Beach, Florida 33480. Please indicate the ARCOM case # on the bottom left corner of each envelope or underneath the return address (ex: B-115-2015 500 S. County Rd.)
- Submit a "SAMPLE" envelope and its contents. (**electronic-on disc**).
- Comprehensive Demolition Report, (as described on checklist), if applicable. Required only if there are existing structures on the site to be demolished (**electronic-on disc**)
- Clearly legible plans depicting north, south, east and west of the design of a proposed structure or major exterior alteration, including all elevations that will be affected by the project, sufficiently detailed to indicate clearly the nature and intent of the proposed work including finishing materials, colors, detailing, roofing material, etc. Detailed drawings shall be provided at the meeting to illustrate fenestration features (**electronic – on disc**)
- A vicinity map indicating the location of the subject property. (**electronic-on disc**)
- Elevation drawings (existing and proposed) of all four (or more if necessary) building facades. These drawings shall reference elevation above sea level and indicate dimensions of ground level, floor levels and overall building height. Plans shall include scale figures (**electronic-on disc**)
- Schematic floor plans which indicate the use and relationship of interior rooms. (**electronic-on disc**)
- Storm Water Management Plan. (Ordinance 15-01, Section 86-91). (**electronic-on disc**)
- Landscape plans are required to have a key to the landscaping material and show the percentage of green space. They need to show swale areas, drainage and easements on the site plan and they are required to conform to Chapter 66-261 through 66-368, of the Code of Ordinances. The hardscape will be reviewed along with the landscape plans. (**electronic-on disc**)
- Any materials that are to be removed or relocated as part of a renovation project shall be delineated and noted on the materials removal plan page, which must be included in the plan set. The materials removal plan must clearly show the percentage of the existing structure that will be removed so that a determination can be made as to whether 50% or more of the existing structure is being removed. Removal of 50% or more of the existing structure will result in the need for the project to meet all current code requirements.
- North/South and East/West landscape/hardscape cross sections, which include the neighbor's and Right of Way elevations, walls and landscaping, shall be submitted with all applications for new homes and major additions.
- A site plan of the subject property drawn to scale which includes the following information: (**electronic-on disc**)
 - (a) Dimensions and orientation of the parcel;
 - (b) Location of building and structures, both existing and proposed;
 - (c) Location of off-street parking and loading facilities;
 - (d) Location and dimensions of present and proposed street dedications required to handle the traffic generated by the proposed uses;
 - (e) Location of points of entry and exit for motor vehicles and internal circulation pattern;
 - (f) Location of walls and fences and the indication of their height and the materials of their construction;
 - (g) Indication of exterior lighting standards and devices adequate to review possible hazards and disturbances to the public and adjacent properties;

- (h) Location and size of exterior signs and outdoor advertising;
- (l) A preliminary landscaping plan and hardscape layout;
- (j) Grading and slopes where they affect the relationship of the buildings;
- (k) Indication of the heights of buildings and structures;
- (l) Indication of the proposed use of the buildings shown on the site;
- (m) Any other architectural and engineering data that may be required to permit necessary findings that the provisions of this code are being complied with;
- (n) A current signed and sealed survey with all pertinent information including the location of historic/specimen trees. In addition to the survey, a detailed written explanation of how said trees shall be protected by barricading shall accompany said survey;
- (o) Location of air-conditioning units, pool equipment and (future) generators; and
- (p) any of the above requirements may be waived by the Building Official if he deems the information is not essential.

PROCEDURES FOR PRESENTING PROJECTS TO THE ARCHITECTURAL COMMISSION

1. The Architectural Commission requires that the person presenting a project for review shall be: A design professional (**excluding interior designer**) licensed by the State of Florida; or, An individual who is under the direct supervision of such signing/sealing professional (an individual who is employed or compensated by that professional whom can present to the Commissions' satisfaction); or A certified Architect Corporation under the provisions of Chapter 481 FS. Such requirement will not apply when requesting approval of ancillary improvements including fences, awnings, gates, shutters, pools, etc. Licensed attorneys may participate in presentations. The Commission, however, reserves the right to require direct presentation and or response(s) from a design professional as identified above. The absence of a design professional may result in deferral of the issue until a time when said professional can attend and present.
2. All presentations must be completed in a formal and professional manner. Presentations to the Architectural Commission should be short and concise as possible with a recommended time limit of five (5) minutes.
3. Presenters must use the microphone and speak clearly when addressing the Commission.
4. Applicants will make their presentations using the laptop computer located in the Town Council Chambers. The laptop computer will already be loaded with the applicant's pdf or PowerPoint presentation which was submitted on the applicant's "Presentation Disc". The presentation must provide information sufficient for a thorough review by the Commission. It is strongly recommended, though not required, that you submit 3-D renderings with your presentation.
5. The presentation sequence for a major project should be as follows, and all of the following should be on the "Presentation Disc."
 - Streetscape drawings
 - Site plan
 - Floor plans
 - Elevations (existing and proposed on the same page)
 - Renderings without landscaping (in full color)
 - Renderings with landscaping (in full color)
 - Materials
6. Necessary photographs (without panoramic or fish eye lens) should be part of the "Presentation Disc". Landscape presentations should include some photographs of the building and should be on the "Presentation Disc".
7. Landscape projects must have colored presentations and a building elevation drawing with an overlay drawing of the proposed landscaping on the "Presentation Disc". Include all four landscape elevations.
8. **Color photographs (without panoramic or fish eye lens) of any existing buildings on the subject property must be included on the "Presentation Disc," and a detailed photographic inventory of all exterior and interior spaces is required as part of the demolition report that must be included in the "presentation" for all demolition applications.**
9. New residential structures and major additions must show the surrounding structures in a small scale elevation line drawing (street scape), a minimum of two houses on either side in relationship of the proposed building. In addition, a study including at least 400 feet on either side of the subject parcel, on both sides of the street may be presented. All on the "Presentation Disc."
10. Models are required for projects over 10,000 square feet.

11. Applicants are responsible for finding out the date, time and location of ARCOM meetings. This information is available on the Town's website at www.townofpalmbeach.com on the Planning, Zoning & Building Department page. This information may likewise be obtained from PZ&B staff at 838-5431, or through postings in the Town Hall.

PLEASE NOTE:

APPROVAL BY THE ARCHITECTURAL COMMISSION DOES NOT RELIEVE THE APPLICANT FROM MEETING ALL OF THE CRITERIA AND CONDITIONS OF THE ZONING ORDINANCE AND/OR ANY OTHER RELATED DEVELOPMENT REGULATIONS. IF YOU CANNOT PROVIDE ALL OF THE ITEMS ON THE CHECKLIST OR A SUBSTANTIAL REASON WHY THESE ITEMS COULD NOT BE PROVIDED, YOUR PROJECT WILL BE CONSIDERED FOR DEFERRAL BY THE COMMISSION OR STAFF. THE APPLICANT HAS THE RIGHT TO APPEAL THE DECISION OF THE COMMISSION OR THE STAFF IN WRITING WITHIN TEN DAYS.

PURSUANT TO SECTION 18-177 OF THE TOWN'S CODE OF ORDINANCES, FOLLOWING REVIEW BY THE ARCHITECTURAL COMMISSION, A PROJECT FOR NEW CONSTRUCTION OR MAJOR EXTERIOR REMODELING SHALL UNDERGO FURTHER REVIEW BY THE TOWN COUNCIL (CONSENT AGENDA) AT THE REGULAR TOWN COUNCIL MEETING. THE DISPOSITION OF SUCH MATTERS BY TOWN COUNCIL SHALL BE FINAL. ISSUANCE OF A PERMIT FOR SUCH A PROJECT WOULD BE SUBSEQUENT TO THE TOWN COUNCIL MEETING AT WHICH THE PROJECT WAS CONSIDERED.

NO LATER THAN 9 DAYS PRIOR TO THE MEETING, SUBMIT YOUR PRESENTATION DISC ALONG WITH **14 MINI-SETS OF PLANS (LEDGER SIZE PAPER COPIES).

FOR ALL MAJOR PROJECTS, AND CERTAIN MINOR PROJECTS, WHERE APPLICABLE, IT IS STRONGLY RECOMMENDED, THOUGH NOT REQUIRED, THAT YOU SUBMIT 3-D RENDERINGS WITH YOUR PRESENTATION.

DIGITAL SIGNING AND SEALING OF PLANS:

All digital plans submitted for ARCOM review must be digitally signed and sealed per the requirements of the applicable profession (i.e. architects, engineers, landscape architects and surveyors), as called for in Florida State Statutes. It is the applicant's responsibility to coordinate with their respective professional organization to make sure that the plans are signed and sealed according to the most current requirements of their respective professional organization.

REQUIREMENT REGARDING DEFERRED PROJECTS:

The Architectural Commission requires that your plans reflect a progression of design with regard to the elevations. That means the plans should reflect the following:

1. Existing elevations (if an existing structure is being modified)
2. Proposed elevations
3. *And after a deferral has occurred, Updated proposed elevations*

It is advisable to include all 3 elevations on the same page for ease of comparison.

GUIDELINES: APPROVED BY THE ARCHITECTURAL COMMISSION 1/25/95

Modified by staff 2/10/97

The Architectural Commission's objective in establishing these guidelines is to streamline the approval process for projects requiring the commission's approval for construction in the Town of Palm Beach. The Town Council created the architectural commission for the express task to "preserve various elements of urban beauty and require that new projects enhance the existing." [18-146(d)]. The Architectural Commission Ordinance continues, "The essential foundation of beauty in communities is harmony." [18-146(e)] The commission "will provide the ultimate designers of individual structures with the larger contexts in which their particular works will be viewed." [18-146(c)] The Town Council clearly sets out the responsibility of ARCOM to ensure that projects are contextual, that they create harmony and do not disrupt the aesthetic quality of their surroundings, that they achieve a balance with the neighboring properties. "The proposed building or structure is in harmony with the proposed developments on land in the general area..." [18-205(d)] "The proposed building or structure is appropriate in relation to the established character of other structures in the immediate area or neighboring areas in respect to significant design features..." [18-205(g)] Because these criteria and the others listed in the ordinances are not specific, it is the purpose of these guidelines to SUGGEST specific ways in which the "beauty, spaciousness, balance, taste, fitness, charm and high quality" [18-205(a)] have been and may be achieved. These guidelines reflect a summary of decisions made by Architectural Commission members over the past several years and an attempt to distill certain characteristics of proposed projects which ARCOM encourages.

ACTIONS which may be taken by the Architectural Commission are as follows: ARCOM may approve, approve with conditions, deny, or defer the proposed project. A deferral allows the applicant to revise the project according to the suggestions of the commissioners and then resubmit the project at the next ARCOM meeting. Conceptual approval is sometimes given, although commissioners must be specific as to what exactly is approved and what will be subject to review in future meetings.

ARCHITECTURAL STYLISTIC INTEGRITY is encouraged at all times. A stylistic summary of predominant styles found in Palm Beach Follows:

Mediterranean Revival style homes usually have low-pitched (4 in 12) clay barrel tile roofs (s-tile roofs are occasionally found, but are less common due to the tradition of clay barrel tile use in older Palm Beach Mediterranean revival interpretations), semicircular or pointed arches, cast and carved stone ornamentation. The facade is often asymmetrical. Windows are usually no more than 20% of the surface and are divided. Casement or double-hung windows are more typical than awning windows, and are constructed of wood; clad wooden windows are also used. French doors are generally selected in lieu of sliding glass doors. Balcony balustrades are usually simple, casement and not overly ornate. Shutters are usually not used on Mediterranean styles, although concealed hurricane shutters are often designed as an integral part of the structure.

Bermuda style homes, a local variation of the **Colonial Revival** style, usually have steeply pitched (6 in 12) roofs with flat cement tile. The facade is often symmetrical, with columns and pilasters, pediments and other classical detailing. Windows usually represent no more than 20% of the surface and are often divided. Casement or double-hung windows are more than typical than awning windows, and are constructed of wood; clad wooden windows are also used.

Arched windows are usually semicircular and are used sparingly. French doors are generally selected in lieu of sliding glass doors. Balcony balustrades are usually simple cement and not overly ornate. Colonial or Bahama shutters frequently appear in this style. Columns and windows are rarely seen as two-story elements.

The so-called **Regency style** of Palm Beach has come to mean a one-story, symmetrical, flat roofed structure with classical ornamentation, including stucco banding, keystones, window surrounds, arched windows, pediments, columns and elongated windows with muntins (20% of surface area) with long colonial shutters.

The classic Regency style is similar to the **Georgian style** and is often represented by a symmetrical two-story structure, with a gently sloped, hipped roof of flat tile. There are occasional curved copper bay or porch roofs, curved side wall extensions, and fancy iron work tracery around porches.

Ranch style homes, which were predominantly built in the 1950's and 1960's in Palm Beach, are represented by asymmetrical, irregularly shaped and sometimes undistinguished one-story structures with low-pitched cement tile roofs and awning windows. While the north end has many examples of these houses, proposed projects of this style are so infrequent as to be nearly nonexistent. To avoid violation of ARCOM's too-dissimilar ordinance, however, applicants would be well advised to have their projects be sympathetic to this predominant style in size and height where possible.

International style is one of the prevalent contemporary styles found in Palm Beach and is usually represented by one and two-story flat roofed asymmetrical structures with larger amounts of undivided fenestration (up to 30% of the surface) and materials which vary from cement block to aluminum panels to horizontal brick with many other variations. Since, due primarily to the flat roof, larger size, and increased fenestration, this style can appear quite diverse from other styles prominent in Palm Beach, it is suggested that the proposed project be of comparable scale to other houses in order to maintain the harmony and balance of the neighborhood. When neighborhood styles are very diverse, careful attention should be paid by the project's architect to blend the project's building height and gross square footage with neighboring structures, and to create a drought resistant, comparable landscaping and site plan to decrease the impact of an incompatible style.

Other styles commonly found presently in Palm Beach include **Spanish Colonial, Shingle, Bungalow, Art Deco, and Tudor**, among others. These styles, although rarely represented by proposed projects, are encouraged to have stylistic integrity when they do appear in proposals.

Awnings are usually selected for compatibility with the structure in color and style. Long, unbroken expanses of awnings along commercial store fronts are usually not found, or are overly busy forms and colors or overly ornate banding. Awnings which do not obscure architectural elements may receive staff approval.

Colors for building materials (roof tile and type, house color, trim color, window frame color) may be given staff approval. Colors for new projects must be included as part of the presentation for approval at the ARCOM meeting and indicated on the application.

Definitions of terms used in these Guidelines, in the Checklist and in the Application for ARCOM are to be found in the Glossary of terms in the Zoning Ordinances of the Town of Palm Beach.

Demolition applications require a Demolition Request Report which details the history of the property proposed for demolition, including the age, style, size, historical significance, and architect of any structures on the property. **Photographs shall accompany any request for demolition, shall detail all exterior and interior spaces, and shall be part of the Demolition Report.** The applicant is usually asked to state for the record details of the project which will replace the demolished structures. ARCOM usually requires in any approval for demolition that the property be irrigated and sodded within a certain time frame after demolition. ARCOM members in the past have indicated preferences that older structures and private homes which retain their original character and uniqueness be saved from demolition, and that all effort be made for restoration. The physical condition of historic properties is generally not a consideration for demolition approval.

Fenestration is usually found to be no more than 20% of the surface area in classical, Bermuda, Mediterranean, the so-called regency, ranch and other "older" styles present in Palm Beach, in more contemporary styles, such as the predominant international style, fenestration usually occupies up to 30% of the surface area. Muntin and French doors are found in the more traditional styles mentioned in the first part of this paragraph. Sliding glass doors and large areas of unbroken glass are not typically found in these styles. Contemporary styles often use sliding glass doors and undivided lites. Dark tinted glass is not suggested in residential usage. Two-story windows (which increase the apparent scale and mass of the building) are often not found due to the violation of the not-too-dissimilar ordinance. Many fenestration-only applications may be given staff approval if the new materials match, conform to or compliment the original materials on the structure.

Garage Doors which face directly onto the street are often not approved. It is suggested that garage doors not be designed with the opening parallel to the street when they are at or near the building setback line. When compliance with this guideline causes undue hardship due to site constraints, then garage doors facing directly onto the street should be screened by substantial landscape. On corner properties, the garage doors are often situated facing the secondary street and should also be screened if they must face directly onto either street.

Irrigation systems should be designed to promote the following guidelines: Lawn and shrub/tree areas are zoned separately so as to minimize water usage. Maximum water conservation is utilized such as drip method for shrubs/trees. Xeriscaping is a town requirement and as such should not be altered by future owners without town approval.

Landscaping is not permitted by town codes to protrude into the right-of-way. It is suggested that landscaping be placed along the right-of-way and driveways in a manner which does not cause a hazard for safe passage or safe vision. For example, if a driveway cut at the front property line abuts a high hedge along the side property line, this creates a hazard for the driver who is backing out of the driveway and cannot see traffic or pedestrians on the street because of the hedge. Walls are usually set back from the property line in order that plant material have adequate

planting and growth room. The ball of any shrub or tree should be centered so as to allow mature growth that does not intrude on the public way. It is suggested that landscape used for screening of garage doors or parking be of dense stock so as to immediately accomplish its purpose. Landscaping plans are encouraged to provide freeze and salt tolerant planting (Ficus Nitida is suggested instead of the less freeze tolerant Ficus Benjamina, for example). It is suggested that landscaping be lush and colorful. Applicants are reminded to ensure that landscaping plans comply with xeriscaping requirements of the applicable codes. Landscaping may often be required to screen various components of the project. The Commission often requires deed restrictions to assure continued compliance with landscaping or other restrictions involved.

The planting of shrubs and trees or construction of walls and gates with control pads for access gates within the roads rights-of-way are not permitted. Property owners wishing to landscape in front of privacy walls should have them set back a sufficient distance to allow for planting. With respect to vegetation at corner properties, a site triangle, 15 feet on the side street and 30 feet on the main thoroughfare is required as measured from the point of intersection of the property line, not the edge of the pavement. No planting would be permitted on this triangle which would exceed the height of 30 inches. Low ground covers are permitted with hedges, trees and walls not being permitted.

Driveway location should be reviewed and approved by the Public Works Department. In general, driveways are not permitted within six feet of the property line and are suggested that driveways are to be held off the intersection of two roadways as far as practical. Under certain circumstances, a minimum distance of 25 feet from the intersection or the two road rights-of-way lines has been allowed. To prevent blind spots from driveway egress points, an 8 foot by 13-foot site triangle should be provided on each side of the driveway to allow clear vision of pedestrians when entering a roadway. Furthermore, driveways are restricted along North County Road where they cross the bicycle path between Wells Road and Country Club Road as well as other major roadways where the property can gain access on a side street. The placement of walls, trees and hedges within easement is prohibited.

Meeting Procedures usually consist of a brief (five minute) presentation by the architect to the commissioners of the project. The architect runs through the site location (and shows photographs of the neighborhood), site plan, elevations, elevation relationship drawing, and landscape/hardscape plans. The architect also presents color schemes and samples of the project exterior (see COLORS). The commissioners then ask questions of the architect to cover any items on the checklist or guidelines not covered completely. Any letters written to the chairman or Planning, Zoning and Building Department concerning the project are then read into the record. Any neighbors or members of the public who wish to be heard are then asked to come forward and speak into the record. After discussion, the commissioners vote on the project (see ACTIONS). It is strongly recommended that the architect and/or owners of the project make every effort to meet with neighbors and discuss the project prior to attending the meeting in an attempt to work out potential problems beforehand.

Shutters are encouraged as an integral part of the design. If roll-down types of hurricane shutters are proposed, then it is suggested that they be built in so that they are concealed when not closed. Visible shutter boxes which detract from and obscure architectural detailing are often not approved.

Submission Requirements are delineated in the application for ARCOM approval, but an ARCOM checklist exists which should be reviewed by the applicant since it includes the items that will form the basis of the review by ARCOM. Plans must be submitted within the time frame specified by the Planning, Zoning and Building Department. Commissioners can be contacted on an individual basis to discuss details and/or problems with a particular project. Please contact staff for coordination instruction if you desire to do so. Projects not presented in the form and manner required by the Planning, Zoning and Building Department may be deferred by the commission. It is mandatory that architects of projects more than 10,000 square feet submit a three-dimensional model to accompany presentations. Standardized visual guidelines to ensure clear and concise presentations include requirements for photographs (without panoramic or fish eye lens) of neighboring properties, site plan, location map, all elevations and floor plans, a pictorial or line drawing comparing project elevations with elevations of neighboring properties, and detailed landscape and hardscape plans (all four elevations).

Townhouses and Multi-Family Structures with centrally located, side-by-side, front opening garage doors are often not approved due to the violation of ARCOM's dissimilarity ordinance when these projects occur in neighborhoods with predominantly single family homes. Every effort to increase single family residential characteristics of multi-family projects is encouraged, since proposed townhouses are usually placed in the midst of single family homes. Split, side entry garages and entrances might enhance these characteristics, as well as an attempt to reflect the typical building massing, style, gross square footage, and height which exist in the neighborhood.

Staff Approvals - At the April 1996 meeting the Architectural Commission agreed to allow most minor projects to be approved at the staff level without the need for a presentation to the Architectural Commission. Most of the

submission requirements previously used must still be adhered to such as the presentation of application material so that staff can visualize the proposed modifications. Approval may be granted by staff if the project meets the standards outlined in this guideline or if high quality standards of architectural form and design are demonstrated in the submission. If staff feels that a level of quality that is not acceptable to the Architectural Commission, or does not adhere to these guidelines, or that such adherence to the aforementioned standards is unclear (in any manner); then, the subject application shall be reviewed by ARCOM.