

**PLANNING BOARD CITY OF CONCORD, NH  
ARCHITECTURAL DESIGN REVIEW CHECKLIST  
(REVISED MARCH 2011)**

This checklist is intended to assist applicants and design professionals in the preparation of Architectural Design Review (ADR) applications, where modifications are proposed to a building or signage which is subject to the provisions of Article 28-9-4(f) Architectural Design Review of the City of Concord Zoning Ordinance and where Site Plan approval is not required.

The checklist is also intended as an aide to City staff, the ADR Committee, and the Planning Board in its review of ADR applications. Any question about the applicability of any of the items in the checklist to a particular ADR application should be discussed with a member of the Planning staff at 603-225-8515, prior to submitting an application.

The first section lists the plans and documents needed for revisions to an exterior of a building where ADR approval is required. The second section pertains to new, replacement, or altered signage. ADR approval is required for revisions to existing buildings and signage in Zoning Performance Districts and for sites and buildings which were previously the subject of ADR approval by the Planning Board.

**Summary:**

Name of Business:

\_\_\_\_\_  
Name of Agent(s):

\_\_\_\_\_  
Street Address: \_\_\_\_\_ Nearest Street(s):

\_\_\_\_\_  
Map\Block\Lot: \_\_\_\_\_ Map\Block\Lot: \_\_\_\_\_ Map\Block\Lot: \_\_\_\_\_

\_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Overlay District(s):

**Part 1:** **ADR Approval for Building Modifications:** Where affixed signage is not known, the location of affixed signage shall be shown on the architectural elevations, and subsequent application for ADR approval may be made for a Master Sign Plan or for individual signs, as applicable.

**Documents :**

- \_\_\_\_\_ An application, either signed by all the current owners of the property or signed by an individual authorized by the owners to act as their agent. A letter must be submitted with the application authorizing the individual to act as agent on behalf of the owner(s), when the agent signs the application.
- \_\_\_\_\_ The appropriate application fees.
- \_\_\_\_\_ A copy of any variances which have been granted by the Zoning Board of Adjustment.
- \_\_\_\_\_ Where Conditional Use Permits (CUP) are required in conjunction with a proposed subdivision, three (3) copies of a complete CUP application shall be provided for each CUP.
- \_\_\_\_\_ A copy of any Sign Permit, where applicable, submitted to the Code Administration Division.
- \_\_\_\_\_ Colored photographs of all existing facades and adjacent buildings and lots.

**Drawings :**

- \_\_\_\_\_ Three (3) copies of the architectural elevations of all sides of all new buildings and of those sides of existing buildings which are proposed to be altered.
- \_\_\_\_\_ Three (3) copies of any plans for affixed, free-standing, or hanging signs.
- \_\_\_\_\_ Where free-standing signs are proposed, three (3) copies of a site plan drawing showing the location of the proposed sign.

- \_\_\_\_\_ Colored rendering of the building(s) being modified or constructed.
- \_\_\_\_\_ Colored rendering or photo simulation of any proposed signage.
- \_\_\_\_\_ **Reductions (8½ x 11) of the** colored rendering of the building and site plan.
- \_\_\_\_\_ The architectural elevations shall be prepared, signed, and stamped by a NH Licensed Architect or NH Licensed Professional Engineer, as applicable.

**Title Block:**

- \_\_\_\_\_ Title of plan.
- \_\_\_\_\_ Name and address of the property owner(s) and tenants where applicable.
- \_\_\_\_\_ Date the plan was prepared and the date of subsequent revisions.
- \_\_\_\_\_ Name, address, and title of the licensed professional who prepared the plan.

**Standard Notes:**

- \_\_\_\_\_ Purpose of the plan.
- \_\_\_\_\_ Tax map, block, and lot numbers of the existing parcels.
- \_\_\_\_\_ Address or address range of the proposed building(s).
- \_\_\_\_\_ Zoning designation of subject parcel(s) including all overlay zones.
- \_\_\_\_\_ Sign frontages of buildings, each tenant space, and lot frontage for free-standing signs.
- \_\_\_\_\_ Tabulations of existing and proposed sign areas for each sign and each type of sign.
- \_\_\_\_\_ Zoning variances granted.
- \_\_\_\_\_ Master sign plan prior approval, if applicable.
- \_\_\_\_\_ Condominium name and contact information, if applicable.

**Architectural Elevations:**

- \_\_\_\_\_ Architectural elevations shall be prepared at a minimum scale of 1/8" = 1'. Drawing sheets shall not exceed 24" x 36".
- \_\_\_\_\_ A reduction of each architectural elevation shall be provided on an 8 ½ "x 11" sheet.
- \_\_\_\_\_ Architectural elevations of all sides of all buildings shall be provided. Where modifications are proposed on only a portion of the exterior of an existing building, elevations shall be provided for those sides and areas proposed to be altered and the immediately adjacent existing facades and roof.
- \_\_\_\_\_ Architectural elevations shall show and include notes for all the following:
  - \_\_\_\_\_ Exterior materials and colors.
  - \_\_\_\_\_ Type and pitch of roofs.
  - \_\_\_\_\_ Size and spacing of windows, doors, and other openings.
  - \_\_\_\_\_ Trim detail and dimensions including, but not limited to, corner boards, eaves, window trim, lintels, sills, canopies, railings, porches, medallions, etc.
  - \_\_\_\_\_ Vertical dimensions shall be provided, including the maximum height to the top of the roof, any mansard, parapet, or screen wall, roof top structure, mechanical equipment cupola, flag pole, or other appurtenant structure. A vertical dimension from the average ground level on each side of the building to the top of each floor shall be provided. Building height above grade for the top of the roof for flat roofs or top of peak and eave line for pitched roof.
  - \_\_\_\_\_ Horizontal dimensions shall be provided for each building face and each portion of a building face offset by more than six (6) inches, each canopy, tower, or other distinguishing structure.
  - \_\_\_\_\_ Size, location, colors, and copy of signs to be affixed to, or hanging from, the building.
  - \_\_\_\_\_ Size, height, colors, and copy of proposed ground signs.
  - \_\_\_\_\_ Size, type, and location of towers, chimneys, roof structures, flagpoles, antennas, and similar structures.
  - \_\_\_\_\_ Size, type, and location of all awnings and canopies.
  - \_\_\_\_\_ The location, appearance, type, and details of all exterior building lighting, including provisions for cut-off fixtures.
  - \_\_\_\_\_ The size and height of all roof top mechanical equipment.

- \_\_\_\_\_ Elevations and construction details for all accessory buildings and structures including, but not limited to, dumpster and mechanical equipment screens, fences, walls, kiosks, **gazebo's**, benches, site furniture, **plaza's**, or other visual element to be constructed.
- \_\_\_\_\_ Floor plans for the proposed use with dimensions are highly recommended.

**Landscaping :**

- \_\_\_\_\_ Base plantings for free-standing signs.
- \_\_\_\_\_ Foundation plantings for buildings and structures.
- \_\_\_\_\_ A plant schedule identifying the scientific and common name, size, and quantity of proposed plant material.

**Part 2: ADR Approval for Signs and Awnings and Canopies:**

**Master Sign Plan:**

- \_\_\_\_\_ An accurate plan of the lot, to scale, showing the location of buildings, parking lots, driveways, and landscaped areas.
- \_\_\_\_\_ Photographs or architectural elevations of existing buildings and elevations of any proposed buildings.
- \_\_\_\_\_ An accurate indication on the plan, photographs, and architectural elevations of the location of all existing signs.
- \_\_\_\_\_ A photograph and description of each existing sign including type, size, colors, copy, height above ground, materials, and method of illumination.
- \_\_\_\_\_ An accurate indication on the plan, photographs, and architectural elevations of the location of proposed or future signs, for which applications for permits will be submitted, and a description and depiction of the type, size, colors, copy, height above ground, materials, and method of illumination.

**Individual Signs:**

- \_\_\_\_\_ A copy of the completed application for an Application To Erect a Sign, as submitted to the Code Administration Division
- \_\_\_\_\_ Full color plan of the proposed sign, awing, or canopy, to scale, showing construction materials, method of support and/or attachment, as well as a depiction of the type, size, colors, copy, height above ground, materials, and method of illumination of each sign.
- \_\_\_\_\_ For free-standing signs, an accurate plan of the lot, to scale, showing the location of buildings, parking lots, driveways, landscaped areas, property line, and property line setback(s).
- \_\_\_\_\_ Photographs or architectural elevations of existing buildings and signs.
- \_\_\_\_\_ Architectural elevations or photo simulation accurately showing the location, size, and color of each of the proposed signs, awnings, or canopies.