

**PLANNING BOARD CITY OF CONCORD, NH
ARCHITECTURAL DESIGN REVIEW CHECKLIST
FOR BUILDING AND FAÇADE RENOVATIONS
(REVISED APRIL 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 aid 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.

Summary

Name of Business: _____

Name of Owner(s): _____

Name of Agent(s): _____

Street Address: _____ Nearest Street(s): _____

Map\Block\Lot: _____ Zoning District(s): _____ Overlay District(s): _____

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 the 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 (ZBA).
- _____ Where Conditional Use Permits (CUP) are required in conjunction with a proposed sign(s), 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 (Code).
- _____ One (1) set of 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 signs.
- _____ One (1) set of colored rendering of the building(s) being modified or constructed.
- _____ One (1) set of colored rendering or photo simulation of any proposed signage.
- _____ One (1) set of reductions (8½ x 11) of the colored rendering of the building and site plan.
- _____ Colored photographs of the building, the site, and neighboring buildings and site.

_____ 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 date and conditions, if applicable.
- _____ Condominium association 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 22" x 34".
- _____ A reduction of each architectural elevation shall be provided on an 8 1/2" 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, gazebos, benches, site furniture, plazas, or other visual element to be constructed.
- _____ Floor plans for the proposed use with dimensions are recommended and are required when a change of use is proposed.

Landscaping

- _____ Proposed 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.