

Submittal Requirements for Letter of Design Approval for New Construction/Remodel

Please refer to UDC:

- Article VI, Section 2-3.
- Appendix I: Old Town Design Guidelines, Chapter 1-7.

- Narrative describing proposed project and architectural inspiration and how it meets the design guidelines.
- Elevations of all side of the structure with materials and architectural details clearly labeled and drawn to scale.
- Colored elevations or renderings.
- Material and color specifications and/or materials board and paint swatches.
 - Include specific color from a historic color pallet.
 - Material specifications sheets if using a material not listed in the design guidelines
- Site Concept Plan
 - Showing the building footprint, placement, and orientation on the lot
 - Parking and drive aisles
 - Driveways
 - Proposed landscaping and preserved trees
- Site photos of existing building if applicable.