



COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning Ordinance Article 3.R.C.1. No zoning, site plan, subdivision plat, or building permit shall be issued for the erection, reconstruction, exterior alteration, restoration, rehabilitation, razing, relocation or demolition of any building, structure, signs, fences, walls, light fixtures, accessory buildings, pavements, grading, site improvements, significant landscaping features or other appurtenant element in an HP-O District unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness by the Commission of Architectural Review for the City.

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ CAR Meeting Date: _____
Date Received: _____ Received By: _____
Parcel ID #: _____ Address: _____
Existing Zoning: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): _____
Applicant: _____
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's E-mail: _____
Describe Proposed Improvements: _____

Applicant Signature date

Property Owner Signature date
(if not applicant)

Zoning Ordinance Article 3.R.C.6. Application Submission Requirements:

In consideration of a complete application, the Planning Director and the Review Commission may require any or all the following information and any other

materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
- D. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
 - 1. Existing property boundaries, building placement and site configuration;
 - 2. Existing topography and proposed grading;
 - 3. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
 - 4. Relationship to adjacent land uses;
 - 5. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 - 6. Proposed building color and materials;
 - 7. Relationship of building and site elements to existing and planned corridor development;
 - 8. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
 - 9. Other site plans and subdivision plats as may be required by Danville for development approval
- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signing, lighting, and graphics, to include description of materials, colors, placement and means of physical support, lettering style and sign messages.
- H. Graphic exhibits depicting compliance with other design elements.