

CITY OF ANDERSON
BOARD OF ARCHITECTURAL REVIEW

SUBMISSION MATERIALS CHECKLIST

- ❖ For all requests, provide an 8 1/2" X 11" copy of any drawings submitted.
 - ❖ When information provided to the Board regards an engineering or construction matter, the applicant must submit a statement from a qualified professional supporting the claim.
 - ❖ Information **MUST** be provided to Planning Department staff at time of application.
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Remodeling & Additions:

- _____ Elevation drawings indicating proposed alterations. Architectural rendering may be required for major alterations. Include window and door design if altered.
- _____ Exterior material description for existing and proposed structures.
- _____ Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure and additions.
- _____ Historic photographs or other documentation should accompany any request to return a structure to an earlier historic appearance.

New Construction:

- _____ Elevation drawings, minimum 1/8" = 1', showing ALL sides and dimensions.
- _____ Photograph(s) of proposed site and adjoining properties.
- _____ Site plan including building footprint and setbacks, location and number of off-street parking spaces, lot dimensions, scale and North arrow.
- _____ Material list including door and window styles, texture samples, and colors.
- _____ Landscaping plan.

*Also see signage requirements.

Material Changes:

- _____ Written description of work and area involved.
- _____ Photographs of area involved.
- _____ Sample or photo of materials involved.

Fences, Walls, Accessory Buildings:

_____ Site plan showing location of fence, wall or accessory building and lot and setback lines.

_____ Description of materials and design. Elevation drawings are strongly encouraged.

Signage:

_____ Site plan illustrating location of proposed signs.

_____ Illustration of design showing dimensions and materials.

Demolition:

* Contact Building Department for a Demolition Permit application.

Tree Removal:

* Contact Planning Department for a Tree Removal Application

Any questions concerning application procedures should be directed to the Planning Department staff at (864) 231-2222.