Village of North Hills

APPLICANT CHECKLIST FOR APPEARANCE BEFORE THE ARCHITECTURAL REVIEW BOARD

The Architectural Review Board usually meets on the second Tuesday of each month.
Requests for inclusion on the agenda must be made at least 10 business days before a scheduled meeting.

Please **use this checklist** to provide nine (9) collated sets and one (1) electronic set of the following:

1. **Letter** requesting meeting to Chair Alison Chimerine and members of the Architectural Review Board. Information to be included:
   (a)   Owners Name
   (b)   Architect or Engineers name
   (c)   Location of project
   (d)   Description of project

2. **Architectural plans** including:
   (a)   Site plans
   (b)   Floor plans
   (c)   All affected elevations
   (d)   Landscape plan

3. **Color Photos** and/ or Color renderings (existing and proposed)

4. **Color Photos** of subject property and house to each side and houses across the street from subject property within a 250' radius. Google Earth (or other) aerial photo of subject property and adjoining properties.

5. Proposed **materials list** to include:
   (a)   Name of manufacturer
   (b)   Type of material
   (c)   Style or model number
   (d)   Color
   (e)   Landscape plan including schedule of plants and all lighting.

6. Building **material samples** and color samples (to be brought to the meeting)

7. ARB referral letter from Building Department

8. **Notification** to the Board of Managers, NOT the managing agent (Complete Proof of HOA Notification Affidavit)

9. For any applicant residing in a development governed by an HOA or Board, a letter signed by the Board President (NOT the managing agent) acknowledging the detail and scope of the project.

**PROVIDE ALL ITEMS ON THIS CHECKLIST
PRIOR TO APPEARING BEFORE THE ARB**