



City of Alamo Heights
Architectural Review Board
Project Review Application
 COMMUNITY DEVELOPMENT SERVICES DEPT
 6116 Broadway, Alamo Heights, Texas 78209
 v: (210) 826-0516 f: (210) 832-2299

Case#: _____
Meeting date: _____

Case#: _____
Meeting date: _____

Date submitted: _____ **Permit No.:** _____

Project Review Requested: **Preliminary Review** **Final Review** **Landscape Only**

Address for project review: _____ Zoning: _____

Legal description: NCB _____ Block _____ Lot(s) _____

Property owner's name (print): _____

Property owner's address (if different): _____

Property owner's phone#: _____ Email address: _____

(if different than owner)

Applicant's name (print): _____

Applicant's address (if different): _____

Applicant's phone#: _____ Email address: _____

<p>Owner/Applicant is requesting permission to: <i>(Clearly describe the request for project review)</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

I, _____, certify that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and **no case will be scheduled for a meeting until all required documents have been received**, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances. APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. PERMITS MUST BE OBTAINED FROM THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY.

Signature of Property Owner (required): _____ **Date:** _____

Signature of Applicant (required): _____ **Date:** _____

Community Development Services Department
Letter of Authorization

Date: _____

Applicant/Applicant Representative(s) understands the following:

1. If the Board/Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Community Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Board/Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied.
3. If the applicant does not concur with a Board's recommendation, appeal to the City Council must be made within thirty (30) days after receipt of the board's recommendation.

*****PLEASE BE ADVISED THAT THE ARCHITECTURAL REVIEW BOARD HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.*****

I hereby authorize _____ of _____
(name) (company (if applicable))

at _____ to represent me in matters pertaining to this case.
(address)

Property owner's name (print): _____

Property owner's address: _____ City _____ State _____

Property owner's phone#: _____ Email address: _____

Property owner's signature: _____

ARCHITECTURAL REVIEW BOARD PROJECT REVIEW REQUIRED PACKET CHECKLIST

All background materials needed to support the applicant's request must be submitted to the Community Development Services Department PRIOR to scheduling the case before the Commission. NO CASE will be placed on the agenda if ALL materials are not on file by the deadline date. Last minute changes are to be submitted and placed in the project file prior to meeting.

All **application packets** for a Board or Commission project review must be submitted as follows unless specifically written:

Architectural Review Board

- One (1)** paper copy of this **Boards and Commission Project Review Application**
- One (1)** scaled ½ sized paper set of the plan packet (maximum 11x17).
- One (1) electronic copy** of the application documents (pdf-formatted files on a **USB**) – if applicable, see “Submittal Items”
- Project Review **fee** payment (can be found in “Schedule of Development Fees” on the City's website or contact staff to confirm)

The following sections describe the information for submittal requirements within each packet for project review. All plan documents required for project review must be architectural type plans, which are drawn/printed to-scale (so staff is able to measure accurately from plans) and fully dimensioned.

TABLE OF CONTENTS

- I. Check Where Applicable:
- A. Residence and/or Duplex (Preliminary Review optional)
 - B. Apartments and/or Commercial (Preliminary Review and Final Review Required.)
- II. Architectural Review Board (SEE SUBMITTAL ITEMS BELOW)
- A. Preliminary Review (Conceptual only for large scale projects – MF & Commercial)
 - i. Demolition Review
 - 1. Includes both existing structures and replacement structures
 - ii. Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
 - iii. New Construction
 - 1. (does not include replacement structures under the demolition review process – only applies to MF & Commercial projects)
 - B. Final Review
 - i. Demolition Review (Residential demolitions/new construction & Commercial/MF if demolition only)
 - 1. Includes both existing structures and replacement structures
 - ii. Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
 - iii. New Construction (MF & Commercial)
 - 1. (does not include replacement structures under the demolition review process)
 - C. Landscape Only (Residential zoning excluded)

SUBMITTAL ITEMS

- A. **Preliminary Review** is not required but may be requested by the applicant to get a conceptual idea of the concerns of the public, the Board, and the final requirements prior to investing in full plan development.
- i. **Demolition Review** (includes both existing structures and replacement structures)
 - Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
 - Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Include existing and proposed heights
 - Photographs of existing structure (all exterior sides of structure)
 - Drawn to scale and dimensioned existing site plan/survey – indicate existing drainage patterns
 - Drawn to scale and dimensioned proposed site plan – indicate proposed drainage patterns
 - Renderings/elevations of proposed structure(s)
 - Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
 - Landscape/lighting plan (SF-A & SF-B Districts excluded)
 - ii. **Addition/Alteration** to an existing structure (construction cost >\$50,000, multi-family or commercial uses only)
 - Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
 - Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Include existing and proposed heights
 - Photographs of existing structure (all exterior sides of structure)
 - Drawn to scale and dimensioned existing site plan/survey – indicate existing drainage patterns
 - Drawn to scale and dimensioned proposed site plan – indicate proposed drainage patterns
 - Renderings/elevations of proposed structure(s)
 - Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain with percentage of demolition/encapsulation
 - Landscape/lighting plan (SF-A & SF-B Districts excluded)
 - iii. **New Construction** does not include replacement structures under the demolition review process
 - Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
 - Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Include existing and proposed heights
 - Photographs of existing structure (all exterior sides of structure)
 - Drawn to scale and dimensioned existing site plan/survey – indicate existing drainage patterns
 - Drawn to scale and dimensioned proposed site plan – indicate proposed drainage patterns

- Renderings/elevations of proposed structure(s)
- Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain with percentage of demolition/encapsulation
- Landscape/lighting plan (SF-A & SF-B Districts excluded)

B. Final Review includes a review of the entire project including civil and architectural design, landscaping, etc.

i. Demolition Review (includes both existing and replacement residential structures)

- Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
- Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood* - *'Compatibility shall mean harmony with the existing neighborhood, site configurations, development patterns, and the character of the development envelope found within the adjacent and immediate block area, as demonstrated in the demolition review application, including roof pitch, scale, massing, garage and driveway location and setbacks. Adjacent and immediate block area shall include but not be limited to all properties along:*
 - 1. The specific block where the project is proposed,
 - 2. The block to each side of the project's block, and
 - 3. The blocks directly across the street of the three blocks identified above.'
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
 - Photographs of existing structure (all exterior sides of structure)
 - Streetscape photograph(s) of the existing front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the existing block-face appearance of the 5 existing properties.
 - Streetscape photograph(s) of the proposed front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the proposed block-face appearance of the 4 existing properties with the proposed replacement structure super-imposed on the subject property. Streetscape shall also include view of three (3) properties directly across the street (Section 5-13, Definition of Compatibility**)
 - Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
 - Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
 - Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
 - Drawn to scale and dimensioned floor plans and elevations of the existing structure
 - Elevations must include existing grade, average grade, and finished floor heights
 - Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
 - Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
 - Drawn to scale and dimensioned landscape/lighting plan (SF-A & SF-B Districts excluded)
- (Please bring material sample(s) to ARB meeting (if applicable))

ii. Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial uses only)

- Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
- Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood***
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
 - Photographs of existing structure (all exterior sides of structure)
 - Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
 - Drawn to scale and dimensioned existing site plan/survey – indicate existing drainage patterns

- Drawn to scale and dimensioned proposed site plan – indicate proposed drainage patterns
- Drawn to scale and dimensioned floor plans and elevations of the existing structure
 - Elevations must include existing grade, average grade, and finished floor heights
- Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- Drawn to scale and dimensioned landscape/lighting plan (SF-A and SF-B Districts excluded)
- (Please bring material sample(s) to ARB meeting (if applicable))

iii. **New Construction** does not include replacement structures under the demolition review process

- Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
- Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project
 - Describe how your project is *compatible with the existing neighborhood*** (See Page 6)
 - Include existing and proposed lot coverage calculations
 - Include existing and proposed floor area ratio calculations
 - Include existing and proposed heights
 - Lot coverage and floor area ratio worksheet (sample found with permit application)
 - Photographs of existing structure (all exterior sides of structure)
 - Drawn to scale and dimensioned tree survey (indicating any trees by species type and diameter at breast height (dbh) to be removed and/or heritage trees with critical roots zone(s) to be impacted by new development****)
 - Drawn to scale and dimensioned existing site plan/survey
 - Existing drainage patterns must be indicated
 - Drawn to scale and dimensioned proposed site plan
 - Proposed drainage patterns must be indicated
 - Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
 - Drawn to scale and dimensioned existing roof plan, which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
 - Drawn to scale and dimensioned landscape/lighting plan (SF-A and SF-B Districts excluded)
 - (Please bring material sample(s) to ARB meeting (if applicable))

C. Landscape Only (Required for 2FC, MF-D, & Commercial Districts)

- Electronic** (pdf) **copy** of the application/packet documents on a USB; only 1 USB is required
- Paper plan packet** (see page 3 for quantity) of the following:
 - Detailed, written description (i.e., cover letter) of the proposed project review
 - Drawn to scale and dimensioned existing site plan/survey – indicate existing drainage patterns
 - Drawn to scale and dimensioned proposed site plan – indicate proposed drainage patterns
 - Drawn to scale and dimensioned landscape/lighting plan

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED BOARD OR COMMISSION MEETING.

Applicant signature: _____

Date: _____