## MINOR PROJECT APPLICATION

### A

**Project Name:**

<table>
<thead>
<tr>
<th>Tax Map Parcel number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __ - __ __ __</td>
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</tbody>
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**For Staff Use Only:**

- Date Received:
- Community Development Department File #

- Project Address:
- Square Footage of Parcel:
- Zoning District:

### B

**Descriptive Narrative Including:**

- ✔ Type of alteration
- ✔ Reason for alteration
- ✔ Location of alteration
- ✔ Material selection
- ✔ Site features
- ✔ Landscape features

**Exemptions Requested (for materials not submitted)**

Circle one: YES NO

(If YES see section H)

### C

**A complete application must include the following:**

- ☐ Two (2) copies of completed application forms
- ☐ Two (2) copies of Descriptive Narrative
- ☐ Any FEES associated with the project
- ☐ Three (3) copies of site plan (see Section D)
- ☐ Three (3) color copies of architectural elevations (see Section E)
- ☐ Scale and Massing Depictions (see Section F)
- ☐ Material Examples (see Section G)
## Streetscape and Building Site

### D Site Plan

3 copies of Site Plan (maximum scale of 1” = 50’)

<table>
<thead>
<tr>
<th>Existing Site Conditions</th>
<th>Location and Footprint of Existing Structures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping</td>
<td>Both Main Site and Abutting Sites</td>
</tr>
<tr>
<td>Walkways, Driveways, Alleys &amp; Parking areas</td>
<td></td>
</tr>
<tr>
<td>Site Features</td>
<td>Buildings</td>
</tr>
<tr>
<td>Utilities, Services &amp; Machinery</td>
<td>Accessory buildings</td>
</tr>
<tr>
<td>Lighting</td>
<td>Dumpsters</td>
</tr>
<tr>
<td></td>
<td>Lot lines</td>
</tr>
<tr>
<td>Site Features including but not limited to:</td>
<td>Including:</td>
</tr>
<tr>
<td>Fences</td>
<td>Abutter names</td>
</tr>
<tr>
<td>Mounting Blocks</td>
<td>TMP number</td>
</tr>
<tr>
<td>Walls</td>
<td></td>
</tr>
<tr>
<td>Cellar holes</td>
<td></td>
</tr>
<tr>
<td>Posts</td>
<td></td>
</tr>
<tr>
<td>Stonewalls</td>
<td></td>
</tr>
<tr>
<td>Trees</td>
<td></td>
</tr>
<tr>
<td>Cemeteries</td>
<td></td>
</tr>
</tbody>
</table>

### E Building Elevations

3 copies of Elevation Plans (maximum scale of 1/4” = 1’ or greater)

### Visual and Architectural Details for EACH Proposed Façade Alteration:

- **Accurate Dimensions of:**
  - * Windows
  - * Doors
  - * Entries
  - * Molding
  - * Trim
  - * Decks

- **Clear Depictions of:**
  - * Construction Materials
  - * Finishes
  - * Colors
  - * Façade height and length
  - * Any Portions Proposed for Demolition or Removal

### F Scale & Massing

- Photographs
- Renderings
- Line Sketches

### G Materials

- Cut Sheets of Building Materials (e.g. Siding, Roofing…)
- Cut Sheets and/or Specifications for Windows and Doors
- Cut Sheets and/or Specifications for Exterior Lighting Fixtures

### H Exemption(s) Requested (list requests below)

<table>
<thead>
<tr>
<th>Staff Comments:</th>
</tr>
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</table>