VILLAGE OF SOUTH RUSSELL ARCHITECTURAL REVIEW BOARD METHODS

The Board meets the first and third Tuesday of each month at 5:30pm in Village Hall Council Chambers (upstairs) unless otherwise notified.

Applicants must complete this checklist and submit with the documents, applications and fee.

SUBMITTALS: ALL DOCUMENTS AND FEES ARE PROCESSED THROUGH THE BUILDING DEPARTMENT. THESE MUST INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

	1.	Approved Zoning Permit application.
	2.	Completed ARB application and \$90 Fee.
	3.	Three original sets of documents and one complete set submitted electronically to
		building@southrussell.com, received at least eight (8) days prior to the scheduled
		ARB meeting.
	4.	The minimum documents required to be submitted are as follows:
	a)	Site Plan. 1" = 20' minimum scale.
	b)	Foundation/Basement plan. 1/4" = 1'. Show basement dimensions & first floor framing.
	c)	Floor Plans. $\frac{1}{4}$ " = 1'. Show dimensions and framing for floors and roofs.
	d)	Each Exterior Elevation. ¹ / ₄ " = 1'. Elevations shall represent 360° architecture and
		provide organization and alignment of windows and doors and clearly indicate
		existing conditions to be modified or remain. Indicate floor to floor heights. All
		exterior elevations are to be labeled or keyed to a schedule located on at least
		one of the elevation sheets to denote type and colors of each exterior finish
		material, including, but not limited to, siding, masonry, trim, windows and roofing.
	e)	Cross-Section. ¹ / ₄ " = 1'. Show foundation, floor, roof framing and slopes.
	f)	Typical Exterior Wall Section. 3/4" = 1'. Show foundation, drainage, floor and roof.
		Framing, roof slope, insulation, exterior wall construction and method of ventilation.
	g)	Three sets of labeled color photographs of the following:
		1) Adjacent structures at each side, to the rear and the two across the street;
		2) Each exterior elevation of buildings or structures to be altered.
	5.	Submit labeled photos of samples of each exterior finish material or marked
_		manufacturer product data that includes photos. Bring samples to the ARB meeting and
		include as part of presentation to the board

PROCEDURES AFTER THE MEETING

If "APPROVED", documents will be returned to the Building Department for review and determination of fees and deposits. Permits are issued by the Building Department.		
If "APPROVED AS NOTED", documents (as noted in red by the Board) are returned to the Building Department for review and determination of fees and deposits. Permits are issued by the Building Department.		
ARB's review. Subm	UBMIT" and "PRELIMINARY DOCUME it three complete updated sets (both digital enext scheduled meeting.	
The undersigned,	Print Name	, has read and
-		
understands the requi	Print Name rements to appear before the Architectural I	Review Board regarding the
understands the requi	Print Name rements to appear before the Architectural I	Review Board regarding the
understands the requiproperty located at	Print Name rements to appear before the Architectural I	Review Board regarding the

Please complete the ARB application and submit with this document

Rev 9-22