

# 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. HOA Approval, if applicable.
- 2. Approved Zoning Permit application.
- 3. Completed ARB application and \$90 Fee.
- 4. 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.
- 5. 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. 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.
- 6. 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.

