



DESIGN & HISTORIC REVIEW CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

ARCHITECTURAL DESIGN & HISTORIC PRESERVATION

A **MANDATORY** Pre-Application meeting is required prior to the submittal of a Historic District Review application. Please bring the completed application and all required documents to this meeting.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL:

- Completed **application form** and application **fee**.
- Narrative Statement** describing the proposed work, alterations, landscaping, design, demolition, etc. Describe fully and include dimensions, materials, colors, etc. When there is more than one project, please describe each separately.
- 1 complete **color board** including colors to be used, texture chips and samples of actual building materials.
- Letter signed by the Property Owner if the improvements are to a leased or rented facility.
- Site plan:** Including location, identification and dimensions of existing structures, streets, off street parking and loading facilities, ingress-egress locations, internal circulation, wall, fences, exterior lighting standards and devices, and sidewalks (minimum scale of 1" = 20').
- Electronic copy** of submittal - CD or E-mail attachment of floor plans, site plans and elevations. (Do not include construction drawings) E-mail to: planning@YumaAz.gov.

ONE OR MORE OF THE FOLLOWING MAY BE REQUIRED:

- One (1) set of the following is required:
 - Floor plan** (minimum scale of 1/8" = 1')
 - Exterior elevations**, colored, to scale (minimum scale of 1/8" = 1')
 - Landscape plans** (minimum scale of 1" = 20')
 - Roof plans** showing concealment of roof-mounted equipment (minimum scale of 1/8" = 1')
 - Walls and fences** – material type, colors, and locations on-site
 - Signage** – types, sizes, materials, locations, colors
 - Trash Enclosures**
 - Equipment Screening**

This application is **complete** and will be scheduled for review by the Design & Historic Review Commission on: _____ at _____ a.m./p.m.

This application is **not complete**. The following information is missing and needs to be provided: _____

DATE RECEIVED: _____ REVIEWED BY: _____