Architectural Review Committee (ARC)  
Materials Checklist for Commercial Properties  
(Submit this Checklist along with Materials)

Project: ___________________________  
DRC #: ___________________________

Applicant/Architect Name: ___________________________

Project Address: ___________________________

Phone Number: ___________________________  
Cell Number: ___________________________

Fax Number: ___________________________  
Email: ___________________________

The following is a list of materials to be submitted to the Community Development Department **no later than the last Friday of each month by 12:00 noon**. Upon determination of Staff that the applicant has submitted all required materials, the project will be scheduled for the next available ARC meeting.

Required Materials:

- Written narrative describing scope of work (see attached)
- Color Rendering (24”X 36” ) -Boarded-
- Four (4) sided color elevations (24”X 36” ) -Boarded-
- Ten (10) – 11” X 17” elevations (4 sides)
- Ten (10) – 11” X 17” Floor Plan
- Ten (10) – 11” X 17” Site Plan in color
- One (1) CD with the all submittal documents in PDF, JPEG or GIF
- One (1) Materials Board with the following:
  - Paint Colors (Base, Secondary and Trim) – **ACTUAL PAINT SWATCH IS REQUIRED.**  
    (matched to color palette in Community Development for paint approval)
  - Roof Tile – Actual Material Samples
  - Window Glass – Actual Material Samples
  - Window Framing or Decorative Trim – Actual Material Samples
  - Decorative Molding, Stone, Brick, Blocks, Ceramic Tiles, etc.
ARC Materials Checklist
Commercial

Project Name: __________________________________________________________

Address: __________________________________________________________

Description:

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