



Architectural Review Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A written narrative describing the proposal.
- _____ 3) Ten (10) reduced (11x17), color sets and an electronic (PDF) format at the time of submittal.
 - a) Certified Survey of property by registered surveyor, if deemed necessary.
 - b) Architectural Plans: Preliminary scaled architectural plans and colored elevations for proposed building or buildings with notation of exterior finish materials.
 - c) Scaled site plan including landscaping, lighting, site amenities and mechanical equipment locations.
- _____ 4) Samples of exterior finish materials.

The Architectural Review request shall be reviewed along with building permit application to ensure compliance with the city council's approval. Proposals to change the color of the exterior materials of a building by painting, staining, etc., may be administratively approved if signed off by both the Community Development Director and Building Official (or other 2 staff members appointed by the City Administrator in their absence).

Applicants who disagree with the determination received from the reviewer may appeal the decision to the council. The council may require a fee for any appeal. Any deviation from the approved plans will require additional review.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Architectural Review procedures can be found in Subsection 10-4-10 (Design Standards) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.