



ARCHITECTURAL REVIEW BOARD (ARB) ADMINISTRATIVE PAINT COLOR APPROVAL CHECKLIST

Purpose: To create a record for Administrative Approvals when changing exterior paint colors within the Historic District. A range of pre-approved paint colors, identified by the original construction date of building, can be found on the City's website. Projects desiring approval of paint colors that are not on the pre-approved list shall use the Minor Project Review process. **This checklist does not replace the requirements of the Code.**

I. Contact Staff prior to submitting documents for questions and any necessary clarification.

II. Email Submittal: Submit all documents to your staff representative, identified in your initial contact. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Describe the property, including address and original year of construction.
- Note the style of the structure, using the styles in the Historic Paint Document.
- State the desired paint scheme, including specific color names/numbers and what elements (body, trim, details, etc.) will be painted specific colors.

IV. Graphics

- Project address, owner name, phone number, email address.
- Project representative name, phone number, email, and address, if applicable.
- Photo or drawing of all facades of the structure indicating where specific colors are proposed. This should match the narrative information.