



ARCHITECTURAL REVIEW BOARD (ARB)
WAIVER CHECKLIST

Purpose: To allow deviations from specific code requirements that may only be granted by the ARB. The project shall demonstrate consistency with the review criteria in Section 153.176(L)(5) of the Historic District Code. Feedback from the ARB will be binding. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Project Submittal: Please submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents may consist of multiple pages and typically include a project narrative and documents, as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Describe the proposal and state why the Waiver is requested and how the request meets the approval criteria.

IV. Scaled Plans and Drawings

Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

Vicinity Map

- Provide a general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.

Existing Conditions Plan

- Note the existing zoning district, jurisdictional boundaries, and general location of adjacent streets.
- Show site boundaries, including property lines, total acreage, and dimensions, if applicable.
- Show existing historic/cultural features on the site.
- Show adjacent parcels, including building footprints and access points, if applicable.
- Highlight the location of the Waiver request using appropriate graphics or notes.
- Depict existing easements, public/private utility systems, public improvements, and permanent facilities, if applicable.

Site Plan

- Use previously-approved Final Development Plan, with area of Waiver highlighted/clouded and annotated, if applicable.

- Show the proposed site plan and building elevations with area of Waiver highlighted/ clouded and annotated.
- Provide architectural elevations with material samples, textures/finishes, and proposed color swatches, if applicable.
- Provide a proposed landscape plan, if applicable.
- Provide a proposed parking plan, if applicable.