



### When is an Appearance Review required?

An Appearance Review is required for:

- Commercial Property;
- Mixed Use Property; and
- Residential Property with:
  - Multifamily structures with 6 or more units.
  - Common areas of commonly-owned property with 4 or more buildings or structures.

when making the following

- Building exterior:
  - alteration or expansion
  - change in materials, primary or accent
  - change in color, primary or accent
- Solar panel installation (non-flush roof-mounted system or other);
- Cell tower alterations;
- Site lighting addition or modifications, including building-mounted and free-standing lights;
- Lot coverage increase;
- Changes to parking lots and associated landscape zones;
- Alterations to an approved landscape plan;
- Alterations to approved stormwater management area;
- Drive through accessories addition or modification;
- Accessory structure additions or modifications, such as fences, garbage enclosures, rooftop screening

### The Process:

1. Meet with Planning Staff to discuss the proposed improvements and review Code requirements. (Optional)
2. Submit the completed Appearance Review application, required materials, and fee payment.
3. Staff will review the application for completeness and begin to review the content for compliance with the Land Development Code.
  - a. Staff may issue a review letter or email to provide feedback and collect revisions or further information. This process may repeat several times until sufficient documentation and Code compliance is provided.
  - b. Once Staff determines that the proposed changes sufficiently comply with the Code, they will complete documentation and provide a record copy.
4. After receiving an Appearance Review Approval, submit for Building Permits or update an open application.



## Application Submittal Checklist

The following documents outlined below are the minimum requirements for the filing and processing of an application. Additional documents or plans may be required. Incomplete applications will not be accepted and/ or processed until all of the submittal requirements are met.

All drawings must be labeled with a name, number, and revision date.

The boxed items below apply to all applications. See the list of additional requirements specific to the type of work proposed. Links to Code Sections provided provide more information, but do not represent all applicable regulations of the Land Development Code.

All Applications	
<input type="checkbox"/> Application, signed and notarized	<input type="checkbox"/> Fee payment
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Hard copies, as requested by Staff
<input type="checkbox"/> Electronic copy of submittal documents on USB or via file sharing link	

### Solar Panels (non-flush roof mounted system or other) [Code Section 6-314](#)

- Solar panel layout
- Specifications for the collectors, supports, and electrical system components
- Conduit path photos (per template)

### Lot Coverage [Code Section 6-201](#)

- Lot coverage diagram for existing and proposed conditions

### Landscape Plan [Code Section 6-305](#)

- Landscape plan showing existing and proposed conditions

### Cell Towers [Code Section 7-102](#)

- Landscape Plan for screening ground-based equipment

### Building Exteriors, [Code Section 6-308](#)

### Accessory Structures, [Code Section 6-302](#)

### Drive Through Accessories [Code Section 6-302.K](#)

- Architectural floor plan(s)
- Building elevations of proposed work
- Building elevations of existing conditions, as applicable
- Product specification/ cutsheets
- Material finish board with manufacturer, product, color/finish, size/orientation, and sample photograph for each material
- Photometric Plan, for new lighting
- Photographs, as needed
- Renderings, as needed

### Outdoor Seating [Code Section 6-302.L](#)

- Architectural Floor Plan(s)
- Product specifications
- Renderings, as needed
- Photometric Plan, for new lighting



### COMMON REQUIREMENTS

All drawings must be drawn to scale and provide a title block including:

- Project name and address
- Contact information of company or individual preparing the drawing
- Original date of preparation and all revision dates
- Scale, north arrow, and legend
- Sheet number and drawing titles

### SITE PLAN REQUIREMENTS

#### Drawing Elements

Provide accurate representation with dimensions and labels for the following features (existing and proposed):

- Property lines
- Buildings or structures and their setbacks
- Hard surfaces including areas of pavement, concrete, or other impervious materials
- Easements
- Landscape areas, trees and other natural features
- Stormwater management areas, including detention basins, bioswales, permeable pavers, or other BMP
- Parking stalls, drive aisles, drive through lanes, loading areas, driveways and points of ingress/egress
- Light fixtures
- Proposed signs

#### Tabulations

Provide a data box on the site plan sheet including:

- Zoning district classification and land use(s)
- Gross site area (acres and sf)
- Gross building area (sf)
- Tenant area, if applicable (sf)
- Floor area ratio
- Total area of wetlands, floodway, floodplain, detention/retention ponds, and open water (acres and sf)
- Total area of landscaping (acres and sf)
- Total area of impervious surfaces (acres and sf)
- Lot coverage as percentage, calculated per Land Development Code requirements
- Number of required, current, and proposed parking spaces, including accessible spaces
- Number of required, current, and proposed bicycle parking spaces



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### LANDSCAPE PLAN REQUIREMENTS

#### Drawing Elements

Provide accurate representation with dimensions and labels for the following features (existing and proposed):

- Building/ structure footprints and hardscape extents
- Utilities and easements
- Naturalized landscaping areas
- All plant materials
- Fences, retaining walls, or other site amenities including details and elevations
- Construction and planting details
- Planting time restrictions and/or limitations

#### Tabulations

Provide a data box on the landscape plan sheet including:

- Existing tree survey data
- Gross lot area (sf)
- Total landscaped area (sf)
- Number of required, current, and proposed landscape islands
- Quantity of required plants and provided plants (existing and new) grouped by landscape zone
- Existing and proposed plant material including botanical name, common name, caliper/height, and pot size

### BUILDING ELEVATION REQUIREMENTS

#### Drawing Elements

Provide building elevations of all existing and proposed buildings or structures impacted by the proposed changes, including:

- Cardinal direction labeling
- Dimensions of overall height and mounting heights of featured elements
- Labels clearly indicating all building materials
- Wall lighting
- Wall signage
- All special features or architectural elements

### PHOTOMETRIC PLAN REQUIREMENTS

#### Drawing Elements

Provide a dimensioned and labeled plan of the entire site including existing and proposed light fixtures, including:

- Site layout showing all ground and building mounted fixtures with mounting height
- Cut sheets for all new fixtures specifying selected luminaires, poles, mounting, cutoffs, etc
- Initial lumens for all new luminaires
- Footcandle measurements taken 3.5' above grade, based on a light loss factor of 1.0



All information requested on this form MUST be provided. A petition will be considered incomplete if any information is missing. Following planning approval, a building permit is required.

Property Information
Project Name
Street Address
P.I.N.
Parcel Size (acres)
Building Size (sf)
Tenant Space Size (sf)

Petitioner (Property Owner) Information
Full Name:
Title/Role:
Address:
Email:
Phone

Applicant Information (if different from petitioner)
Full Name:
Title/Role:
Address:
Email:
Phone

Property Type: \_\_\_\_\_ Fee: \_\_\_\_\_

- Residential \$50
- Non-Residential \$150

Proposed Work Includes: \_\_\_\_\_

- Solar Panels (non-flush roof-mounted system or other)
- Cell Tower
- Building Exterior
- Outdoor Seating
- Landscape Plan
- Lot Coverage
  - Parking Lot
  - Sidewalks
- Accessory Structures
  - Screening or Fences
  - Garbage Enclosure
- Drive Through Accessories
- Other

Description of Work: \_\_\_\_\_

For office use only:

Date Received: _____	Project ID: _____
Date Completed: _____	Assigned to: _____



### Petitioner Affirmation

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property as part of this application. I acknowledge and agree to pay all required fees and incurred costs by the Village, pursuant to Village codes and ordinances. I understand that, based on the nature of the proposed improvements, I may incur pass-through fees for review beyond the application fee listed. I acknowledge that the approval of this Appearance Review is only the authorization to proceed in the development process and that the implementation of the approved plans may not begin without first obtaining all necessary building permits from the Development Services Department.

### **Petitioner (Property Owner) Signature**

\_\_\_\_\_  
Petitioner First and Last Name (Printed)

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Date

### **Notary Signature**

\_\_\_\_\_  
Notary Signature and Seal

\_\_\_\_\_  
Date