

# **PLAN SUBMITTAL REQUIREMENTS FOR THE ARCHITECTURAL BOARD OF REVIEW AND PLANNING & ZONING COMMISSION**

Planning & Zoning and Building & Housing Codes are available online at [www.huntingvalley.net](http://www.huntingvalley.net). Chapter 1111 of the Planning and Zoning Commission, Chapter 1309 Architectural Design Control procedures, and Chapter 1303 Permits, Plans and Specifications of the Building and Housing Code furnish details of the following requirements.

1. Furnish a letter to the Building Department requesting placement on the pertinent agenda.
2. Two (2) sets of ¼ inch scale plans drawn up by a registered architect must be submitted. A third set of particular drawing(s) to be presented at the meeting must be mounted on poster board large enough for display.
3. Color Renderings and exterior photos of the site are required.
4. Provide an aerial view of the proposed main house and surrounding neighbor's properties for comparison.
5. Landscape and exterior lighting plans must be in color and show hard surfaces with square footage in relationship to total site.
6. Handouts are permitted. (6 sets total)

Note: All correspondence and drawings must be submitted in an organized, bound manner to the Building Department by close of business on the published cut-off date (10 working days prior to the meeting date). Failure to submit the above materials by the cut-off date will result in elimination of your item from the meeting agenda.

Questions? Please contact the Hunting Valley Building Department at

440-247-2805.