

SUBMITTAL REQUIREMENTS FOR THE ARCHITECTURAL BOARD OF REVIEW (ABR) AND PLANNING & ZONING COMMISSION (P&Z)

Planning & Zoning and Building Codes are available online at www.huntingvalley.net. Chapter 1111 of the Planning and Zoning Commission, Chapter 1309 Architectural Design Control Procedures, and Chapter 1303.07 Submission of Plans to the Building Inspector detail the following requirements:

1. Send email request to the Building Department for placement on the pertinent agenda by the cut-off date listed on the website above. Please state if the request is for preliminary or final approval. If requesting a variance from P&Z, an explanation must be included in the request.
2. Include a summarization of changes from any previously presented project in the request. These changes should also be clouded/redlined on the presentation materials.
3. The items below must be submitted electronically with the request. Paper submission of materials will not be accepted.

All projects

- Aerial view of property and neighboring properties
- Site Plan showing property lines, buildings and setbacks (can be combined with above)
- Photos of all pertinent locations on the existing property

ABR - Buildings

- Set of architectural drawings including floor plans, exterior elevations & colored renderings
- Cut sheets/photos of all finish materials. **Final approval will require physical samples to be presented**

ABR – Landscaping/ Exterior Lighting

- Plans shall be in color and show all hard surfaces and lumen count
- Cut sheets of all light fixtures and finish materials. **Final approval will require physical samples to be presented**

P&Z

- Site plan above must be survey quality with exact requested variances clearly shown
4. Be prepared to present all submitted materials on the large touchscreen display. Handouts are permitted, but all info must have already been submitted electronically.
 5. Projects within Daisy Hill Association must also be presented to the HOA by the cut-off date.

All correspondence and attachments must be submitted in an organized manner to the Building Department by close of business (4:00 PM) on the published cut-off date (10 working days prior to the meeting date). All drawings must be combined into a single pdf file, with all pages properly oriented. **Failure to submit the required materials by the cut-off date will result in elimination of your item from the meeting agenda.**

NOTE: APPROVAL AT ABR OR P&Z IS NOT AN APPROVAL TO BEGIN WORK. WORK CANNOT BEGIN UNTIL A PERMIT HAS BEEN ISSUED. PERMITS WILL BE ISSUED ONCE PERMIT APPLICATION, FEES/DEPOSITS, AND PLANS/SPECS ARE RECEIVED AND PLAN APPROVAL IS GRANTED.

Questions?

Please contact the Hunting Valley Building Department at 440-247-2804