

NEW CONSTRUCTION WORKSHEET
ADDENDUM TO CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Owner _____ Phone _____
 Street Address _____ Fax _____
 City _____ State _____ Zip _____
 District _____ PIN _____

Project Description: Check all that apply

- PRIMARY STRUCTURE SECONDARY STRUCTURE

USE:

- RESIDENTIAL COMMERCIAL OTHER _____
 SINGLE FAMILY OFFICE
 MULTI-FAMILY INSTITUTIONAL

General Building Description: _____

Height of building: Overall Square Footage _____
 # of stories _____
 Peak to grade _____
 Corners to grade _____
 Chimney height _____
 Other _____

PRIMARY MATERIALS:

- Wood
- Wood Shingles
 - Rectangular
 - Fishscale
 - Sawtooth
- German siding
- Brick
- Stone
- Concrete Block
- Stucco/Pebbledash
 - Smooth stucco
 - Pebbledash
- Slate
- Fiber cement board
 - Brand _____
 - reveal _____ inches
 - thickness _____ inches
 - texture _____
- Metal
- Glass Panels
- Other _____

SECONDARY MATERIALS:

- GABLES, DORMERS, ETC.**
- Wood
 - Wood Shingles
 - Rectangular
 - Fishscale
 - Sawtooth
 - Other _____
 - Brick
 - Stone
 - Concrete Block
 - Smooth stucco
 - Pebbledash
 - Slate
 - Fiber cement board
 - Brand _____
 - reveal _____ inches
 - thickness _____ inches
 - texture _____
 - Metal
 - Glass Panels
 - Other _____

ORIENTATION OF PRIMARY SURFACE MTL

- Horizontal
- Vertical
- Diagonal
- Other _____

ORIENTATION OF SECONDARY SURFACE

- Horizontal
- Vertical
- Diagonal
- Other _____

****please note that detailed specifications and a sample of the material will be required for consideration of fiber cement or other composite materials**

ROOF:

SHAPE

- Flat
 - Gable
 - Front
 - Side
 - End
 - Multi - # ___
 - Hip
 - Gambrel
 - Shed
 - Box cornice
 - Open cornice
 - Exposed rafter ends
 - Fascia boards
 - Gutters
 - Built in
 - Applied
 - Downspouts
 - Copper
 - Aluminum
 - Vinyl
 - Rain deflector
- Overhang _____

PITCH

Primary _____
 Secondary _____
 Other _____

MATERIALS

- Composition (asphalt/fiberglass)
- Standing seam tin
- Pressed tin
- Metal shingles
- Slate
- Synthetic slate
- Built-up
- Clay tiles
- EPDM

COLOR

Primary _____
 Secondary _____
 Other _____

FEATURES

- towers
- lightning rods
- spire
- cupola
- other _____

DORMERS

Total # _____
 Front elevation # _____
 Number of windows _____
 Window shape

- Rectangular
- Arched
- Palladian
- Other
- Vent

 Roof shape

- Shed
- Gable
- Hip
- Eyebrow

 Surface material: _____

 Roof material: _____

CHIMNEYS

Materials

- Brick
- Stucco
- Other _____

 Type

- End
- Interior
- cap

FENESTRATION:

WINDOWS

Groupings - front elevation

- Singles
- Pairs
- Triples

 Groupings - all other sides

- Singles
- Pairs
- Triples
- Other _____

 Materials:

- Wood
- Metal
- Glass Block
- Other _____

 Style:

- Fixed
- Double hung
- Casement

 # lites per sash _____

STORM WINDOWS

Aluminum

Triple-track

Wood

Color

Screens

- Wood
- Aluminum
- Full
- Half

Dimensions _____

Window construction:

- True divided lites
- Simulated divides lites
- Clad (extruded aluminum only)

DOORS

Single

Double

Revolving

Other _____

Materials:

- Wood
- Metal
- Glass

Size _____

lites _____

Sidelights

Transom

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FOUNDATION:

TYPE

- Slab
- Raised slab
- Frame – height _____

MATERIALS

- Brick
- Concrete block
- Stucco

- Piers
- Lattice
- Stone

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VENTILATION:

- gable
- freestanding
- rectangular
- circular

- peaked
- square
- decorative
- louvered

- triangular in peak
- soffit
- roof
- foundation

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TRIM & ORNAMENTATION / ARCHITECTURAL DETAILS:

- Decorative siding
- Half-timbering-width _____
- Fishscale
- Sawtooth
- Other _____

- Cornices
- Brackets
- Lintels
- Brick patterns
- Frieze

- Moldings
- Corner boards-width _____
- Window & door surrounds
sizes (width): _____

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STREET FACING ENTRANCE/PORCH:

BALUSTRADE / RAILING

- Wrought Iron
- Wood
 - Turned
 - 2x2
 - 2x4
 - Other _____
- Vertical orientation
_____ on center
- Other orientation

CEILING (IF APPLICABLE)

- None
- T/G
- Plywood
- Other _____

ROOF MATERIAL

- Standing Seam Tin
- Built up
- Single ply
- Shingle
- Slate
- Copper
- Other _____

FLOORING

- Tongue & Groove
- Decking Boards
- Concrete
- Brick
- Tile
- Other _____

STAIRS

- Wood
- Brick
- Concrete block
- Tile
- Other _____
- Handrail
 - Wood
 - Metal

FOUNDATION TYPE

- Brick
- Concrete block
- Pier
- Lattice
- Stone

SUPPORTS / COLUMNS

- Turned
- Classical
- Fluted (round)
- 4x4
- 6x6
- Chamfered
- Wood
- Paired
- Brick
- Tapered wood
- Other _____

ACCESSIBILITY RAMP

- Located at:
- Street front
 - Side
 - Rear
- Materials
- Wood
 - Metal
 - Concrete
- Slope _____
- Railing _____
- (show detail drawing on elevations)

MECHANICAL EQUIPMENT:

HVAC

- Side yard
Rear yard
Window
Roof

SKYLIGHTS

- Flat
Concave
Size

Misc.

- Small satellite dish
Large satellite dish
TV antennae
Solar panels

COLORS:

Body 1, Body 2, Accent, Trim, Roof, Glazing

SITE PLAN: Site plans must show all features listed, be to scale and labeled.

Please complete the following checklist and indicate each element clearly on the proposed site plan.

Size of lot (sq. ft.)

Existing features (identify on plan and describe proposed changes)

- Footprint of all existing structures, with dimensions
Trees larger than 8" diameter at breast height
Fences & retaining walls (height & materials)
Any other site features that will be altered

Proposed structures and site features:

- Building footprints, including dimensions
Fences (type & height)
Retaining walls (height & materials)
Walkways and sidewalks
Driveways and curb cuts
Parking
Trash Containers/Dumpster

If requesting Flexible Development, show relationship to surrounding structures:

- Show structures on all adjacent properties
Front setbacks of properties shown
Spacing between proposed structure and others on same block and behind
All elements must be scaled accurately

Proposed setbacks

- Front setback
Rear setback
Left side setback
Right side setback

Distance

Curb to Right of Way @ front
Curb to Right of Way @ side

Proposed Landscaping:

- Indicate all proposed plants/shrubs and tree species
Screening for parking areas and utilities
Tree protection devices (if applicable)

Lighting

- Fixture styles (provide sketch or brochure)
Locations
Height
Luminosity
Color

Signage

- Wood
Metal
Other
Height of sign frame
Height of lettering
Color
Lighting of sign
Square footage