

INFORMATION REQUESTED FOR YOUR TYPE OF PROJECT

Applications are due NO LATER THAN NOON on the Monday before a scheduled meeting.

Staff is available to assist you if necessary – CALL 315-568-8013

NEW CONSTRUCTION

- Include map of property
- Drawings, to scale, of all elevations; sizes and styles of windows and doors must be indicated on drawings
- Exterior specifications – list visible materials, siding, roofing, etc... on or attached to drawings.
- Lighting and signage details for commercial buildings (see Sign Requirements)

ADDITION TO A STRUCTURE

- Include map of property
- Drawings, to scale, of addition including the existing building
- Photographs of the building, all elevations affected by addition
- Sizes, styles of windows and doors must be shown on drawings; indicate which are new, existing or replacement
- Materials and colors to be used must be listed on drawings

REPLACEMENT OF WINDOWS/DOORS

- Size and style of existing and proposed window/door – width and height
- Scaled drawings or photographs of affected elevations
- Materials and colors; manufacturer's tear sheet

SIDING

- Type of siding, smooth or textured; provide sample of siding proposed
- Reveal of existing proposed siding
- How will the building be prepared for siding? How will trim be treated?
- Photographs of building

ROOF

- CHECK THIS BOX TO REQUEST EMERGENCY REPAIRS (see Item 4 below)
- Existing roof type, materials and colors
- Proposed materials and colors (provide samples)
- Photographs of building/roof/evidence of damage if emergency situation

SIGNS/AWNINGS

- Detailed drawing of sign and/or awning, drawn to scale – include dimensions, letter style and any graphics.
- Proposed placement of the sign and/or awning
- Colors, materials and any lighting to be used
- Photographs of the building showing where sign is to be placed

FENCE

- Include location map showing where fence will be placed
- Style (picket, board on board, etc) – include drawing or picture of style w/dimensions of parts
- Height, material, color
- Photograph of area where fence will be installed

PAINT

- Description of existing color scheme and proposed color scheme; include color swatches showing body color, trim color, special or decorative accents; using paint or stain?
- Photograph of building

EXTERIOR RENOVATION/REPAIRS

- Provide a detailed description of project with drawings or photographs of elevations and listing of building elements affected and existing and proposed materials and colors; include samples/tear sheets where applicable

DEMOLITION

- Photographs of existing building; include all elevations and wide shots showing building relationship to neighboring structures
- Detailed description of what will replace demolished structure, if anything (see New Construction above)
- Reasons for demolition, including emergency/health/safety issues or court orders

OTHER

- Provide details of project (eg installation of a pool; major landscaping and/or removal of trees; storage shed, etc) – call to ask which details will be required for individual projects