

SUBMISSION REQUIREMENTS FOR SMALL SCOPE PROJECTS

Definition of a Small Scope Project: The modification of existing structures that do not affect height, bulk, mass, square footage, footprint, or roof structure; including, but not limited to: the construction, reconstruction, replacement or alteration of any elevation, façade, storefront, window, door or fence. This shall also include any freestanding or retaining wall with an exposed face or facade exceeding 30" in height at any place along the wall.

Applicant Name: _____ Date Filed: _____

Property Address: _____

Check Application Type (may be more than one):

- Façade Change Storefront Windows and Doors Fence or Wall

Description of Proposed Work:

A copy of this completed form is to be included as a cover sheet for each of the 11 submissions to the AHRB.

In the table below, please indicate the type of submission by checking the applicable box or boxes indicated. Items denoted • in the column below your project type are the minimum required items for a complete application to the AHRB. Please indicate the type of submission Please indicate by initialing each box in the appropriate column confirming that the information has been submitted. Do not initial for items if they are not included.

The AHRB reserves the right to ask for any additional information as specified on this form, if not included in the initial application, and may deem the application incomplete and not ready for review until this information is included. Resubmissions should reflect all comments made at the previous meeting and should be indicated with a note or a bubble on the plan, and shall include any additional requested information.

Initial Below ↓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	← Check Box (or Boxes) Above Appropriate Columns
	Façade Change	Storefront	Windows & Doors	Fence or Wall	
					REQUIRED PLAN AND DOCUMENT SUBMISSION
					11 COPIES OF EACH ITEM (unless otherwise specified)
	•	•	•	•	Proof of notification of the AHRB hearing to owners of properties within 200 feet of the subject property by certified mailing in the form of an affidavit as per 300-8.4.G (1) (One copy only, not eleven)
	•	•	•	•	Photo of subject property showing "Under AHRB Review" sign as per 300-8.4.G (2). (One copy only, not eleven)
	•	•	•	•	Aerial site location map noting proposed building site and all nearby existing buildings. (Google Maps satellite view may be used.)

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