



# ARCHITECTURAL REVIEW

<u>Application Number</u>
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Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | [www.ch.utah.gov](http://www.ch.utah.gov)

<b>Property Address</b>	
<b>Project Description</b>	
<b>Property Owner</b>	
<b>Property Owner Name</b>	
<b>Property Owner Mailing Address</b>	
<b>Applicant (if different from owner)</b>	
<b>Applicant Phone</b>	
<b>Applicant Mailing Address</b>	
<b>Applicant Email</b>	
<b>Zoning Designation</b>	
<b>Overlay Zoning</b>	
<b>Application Date</b>	
<b>Fee Paid</b>	
<b>Owner / Applicant Signature</b>	

(2) copies 24"x36" and a digital copy with PDFs of all plans must be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items check will be required at the time of formal submittal. An application will not be considered complete until all checked items are submitted in an acceptable manner.

**APPLICATION REQUIREMENTS**

- Owner’s name, address, and telephone number
- Signed consent form, if applicant is different than property owner
- Context Aerial (with subject property highlighted)
- Written Project Narrative (see page 3)
- Color Photographs of site / area of request
- Site Plan (include extent and location of additions, buildings and other structures, sidewalks, dimensions of existing and proposed structures, driveways, setback areas, and any other details requested by city staff)
- Material Samples (e.g. color chips, awning fabric, glazing, stone, brick, stucco, etc.)
- Landscape Plan (indicate location of existing and new plants, location and dimension of paving, a plant palette with names, symbols, sizes, spacing and quantities. Also include calculations for landscaping, open space, and impervious surface)
- Cross sections (including all proposed cuts and fills)
- Conceptual Grading & Drainage Plan (show existing/proposed drainage flows, retention, etc.)
- Floor Plans (show additions, alterations, and/or new structures. The floor plans must be dimensioned and must clearly delineate existing and proposed construction)
- Exterior Lighting (provide cut sheets, details and photometrics for any proposed lighting)
- Elevation Drawings or Color Photo Simulations (for additions, buildings, and any other changes with materials and colors noted and keyed)

**OTHER ITEMS**

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## PROJECT NARRATIVE

While preparing the project narrative, please refer to the city's approved Design Guidelines document, which serves as the basis for the review and approval of your proposal. Provide information, descriptions, and explanations that are indicated by the project planner.

Your narrative should achieve the following:

- ✓ Describe how the proposed development is consistent with the Cottonwood Heights General Plan, zoning ordinance, and any pertinent area master plans and/or corridor/streetscape guidelines.
- ✓ Explain how the proposed development will contribute to the general health, safety, welfare, and convenience of people residing or working in the vicinity.
- ✓ Describe the spatial relationship that will exist between nearby structures and the proposed development, as well as open spaces and topography, both within the project site and in its surrounding context.
- ✓ Explain how the site layout will promote safety and convenience relative to ingress, egress, internal circulation (for pedestrians and vehicles), parking areas, loading areas, and service areas.
- ✓ Describe how the architectural characteristics of the proposed development relate to character elements and design features of the structures that are within the surrounding context.
- ✓ Describe how the design features and details of the proposed development have been utilized to screen all mechanical equipment, appurtenances and utilities.
- ✓ Describe how the proposed development is consistent with the city's Architectural Design Guidelines.