PART II SUBMITTAL PERSONAL INVENTORY SHEET

❑   Part II request letter signed by Applicant (owner and/or owner's legal representative or agent)

❑   Electronically uploaded and properly scaled architectural plans stamped & signed by a licensed architect, specifically intended for Part II review and submitted exclusive of the number of required building sets. *Please note however that all sets submitted to City must reflect the most current date of production, issuance, submittal or distribution, and be identical to those distributed to all other City disciplines.*

Architectural plans electronically submitted for Part II review includes the following:

❑   Dimensioned Site Plan

❑   Dimensioned Landscape Plan with the owner's and the licensed landscape architect's statements and signatures. Please refer to page 37 of the Landscape Guidelines for information to include on the landscape drawings, i.e. planting information and details, ornamental fencing, trash enclosure details etc.

❑   Dimensioned floor plans

❑   Elevation drawings

❑   Building/structure sections (to reflect complete attic and basement areas if applicable)

❑   Exterior wall sections

❑   All details (cut-sheets) of fencing, lighting, architectural elements, features, amenities etc., relevant to the project; *The Department of Housing and Economic Development's Bureau of Planning and Zoning reserves the right to request any of these and/or any other information it deems necessary upon the review stage of the project.*

The above information checked-off signifies fulfillment of that particular item required of the Part II Application. Please note however that the entire Part II Application including plans will be deemed incomplete and duly rejected if any of the applicable & relevant material reflected above has not been provided in accordance herein. The Application will be accepted and considered complete only upon fulfillment of all required material.

Project Address: _____   **P.D. and/or LF No(s):** _____

Date of Acceptance: _____   **Date Rejected & Returned:** _____

Applicant's Acknowledgment: _____   **Date:** _____