



NOBLESVILLE PLANNING DEPARTMENT

16 S. 10th Street, Suite 150 Noblesville, IN 46060
phone: 317-776-6325 www.cityofnoblesville.org/planning

CHECKLIST - ARCHITECTURAL REVIEW BOARD APPLICATION

A. APPLICANT SUBMITTAL REQUIREMENTS:

- A completed application form, including notarized signatures of owner(s) and applicant(s);
- A legal description of the property involved in the planned development submitted in digital format and attached as text.
- A check in the amount of \$600
- One (1) CD or DVD containing all information in a PDF format.
- Written description of the project, to include the design concept, the rationale for the design, the relation of existing conditions on site, and the existing and proposed uses.
- Narrative explaining the architectural proposal compared to the guidelines established by the Architectural Review Board.
- Written description of any additional architectural or landscaping standards proposed for the development above and beyond the guidelines established by the Architectural Review Board.
- Two (2) complete sets of the proposed scaled drawings (no larger than 34" by 44" paper size), and one (1) reproducible 11" by 17" paper size drawing to include the following:
 - Graphic scale (no smaller than 40 feet to 1 inch), north arrow and date.
 - Land Surveyor and Professional Engineer registration number and stamp.
 - Location and dimensions of all property lines, lot lines, existing easements, building locations, recreational areas, vehicular access ways, pedestrian ways, floodplains, wetlands and watercourses.
 - Written descriptions and illustrative details of the proposed open space areas, proposed buffer yards, bodies of water and/or detention facilities/ponds.
 - Chart, indicating proposed site development standards, including but not limited to minimum lot width, minimum lot sizes, minimum setbacks and minimum house sizes.
 - Illustrative details of the typical lot/building landscape plan, including all shrub or tree planting sizes, locations and types.
 - Preliminary Landscape Plan showing the landscape intent, types of plant materials to be provided, general sizes of plants, and intensity and scale of landscape with site details to fully explain the concept, including buffer areas.
 - Locations of proposed streets, all buildings or buildable area including yards and use, common open space, parking areas, buffer areas, service areas, and other facilities that indicate the CHARACTER of the development.
- Seven (7) sets of the architectural drawings (no larger than 11" by 17" paper size), to include the following:
 - Seven (7) sets of 360 degree color elevations (no larger than 11" by 17" paper size) for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height and colors.
 - Building Floor Plans (no larger than 11" by 17" paper size)
 - One (1) board displaying the materials to be used on the buildings (no larger than an 11" by 17" board).

B. PROCESSING:

1. A pre-filing meeting is required prior to submittal of documentation. Contact the Senior Planner at the Department of Planning and Development at, 16 South 10th Street, Suite 150, Noblesville, IN 46060, (317) 776-6325.
2. Application must be date stamped on the date received.
3. After a public hearing before the Plan Commission, a recommendation is sent to the City Council concerning the zone map change. The ordinance is introduced at the initial hearing before the City Council and generally two weeks later a vote to adopt or not adopt the ordinance is finalized.
4. The applicant's presentation before City Council occurs at the first meeting of the Council when the ordinance is introduced.

C. FEES:

1. A non-refundable fee of \$600 shall be paid when the application is submitted.

D. FOR INFORMATION & QUESTIONS:

City of Noblesville, Indiana
Department of Planning & Development
16 South 10th Street, Suite 150
Noblesville, IN 46060
Phone: (317) 776-6325
Fax: (317) 776-4638
www.cityofnoblesville.org/planning

ARCHITECTURAL REVIEW BOARD APPLICATION SUBMITTAL GUIDE



The purpose of this guide is to inform Architectural Review Board applicants of the updated requirements for submitted applications and other necessary documents for the Noblesville Department of Planning and Development.

The City's current Architectural Design Guidelines detail minimum percentages for garage doors and masonry on the primary architectural plane of reviewed building plans. **Effective immediately, ALL building plans submitted for architectural review, either by Planning and Development staff or by the Architectural Review Board, must include percentage calculations for garage doors and masonry; applications submitted without this information will be considered incomplete.**

Calculations for garage door percentage are required on ALL residential building plans that include a garage door on the primary architectural plane. The percentage is calculated by dividing the total area of the garage door by the total area of the primary architectural plane (NOT including roof cross section). Whenever optional building features (garage extension, bonus room, etc.) affect the total area of the primary architectural plane, additional calculations must be provided for submitted options.

Masonry percentage calculations are required on ALL residential building plans submitted for review. The masonry percentage is calculated by dividing the total area of masonry on an architectural plane by the total area of the architectural plane (NOT including windows, doors, garage doors, roof cross section, or other similar architectural features). Masonry percentages must be provided for ALL architectural planes. Whenever optional building features (side-load garage, brick wrap, bonus room, etc.) affect the amount of masonry, additional calculations must be provided for submitted options. The required information can be provided on the submitted building plan pages or supplemented as a table (single-family detached residential example provided as attached **Exhibit 3**)

The City's Architectural Review Board application has been amended to include garage door and masonry percentage requirements, and the attached exhibits provide example calculations for each standard using single-family detached residential plans. Please contact me with any questions about the updated submittal requirements.

Thank you in advance for your cooperation.

Respectfully,

Justin Schuessler
Long Range Planner

Exhibit 1 - Garage Door Percentage Example Calculation

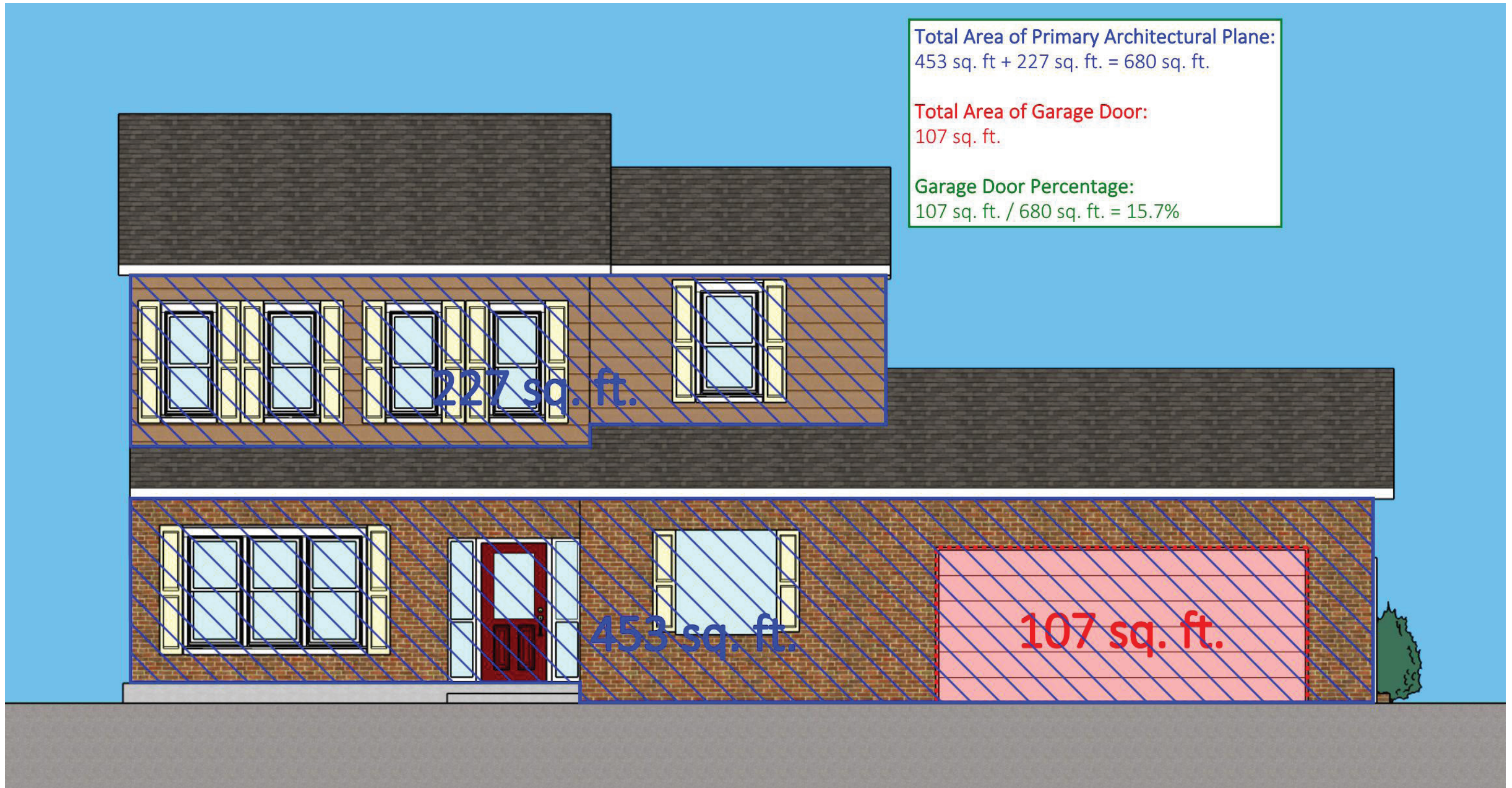
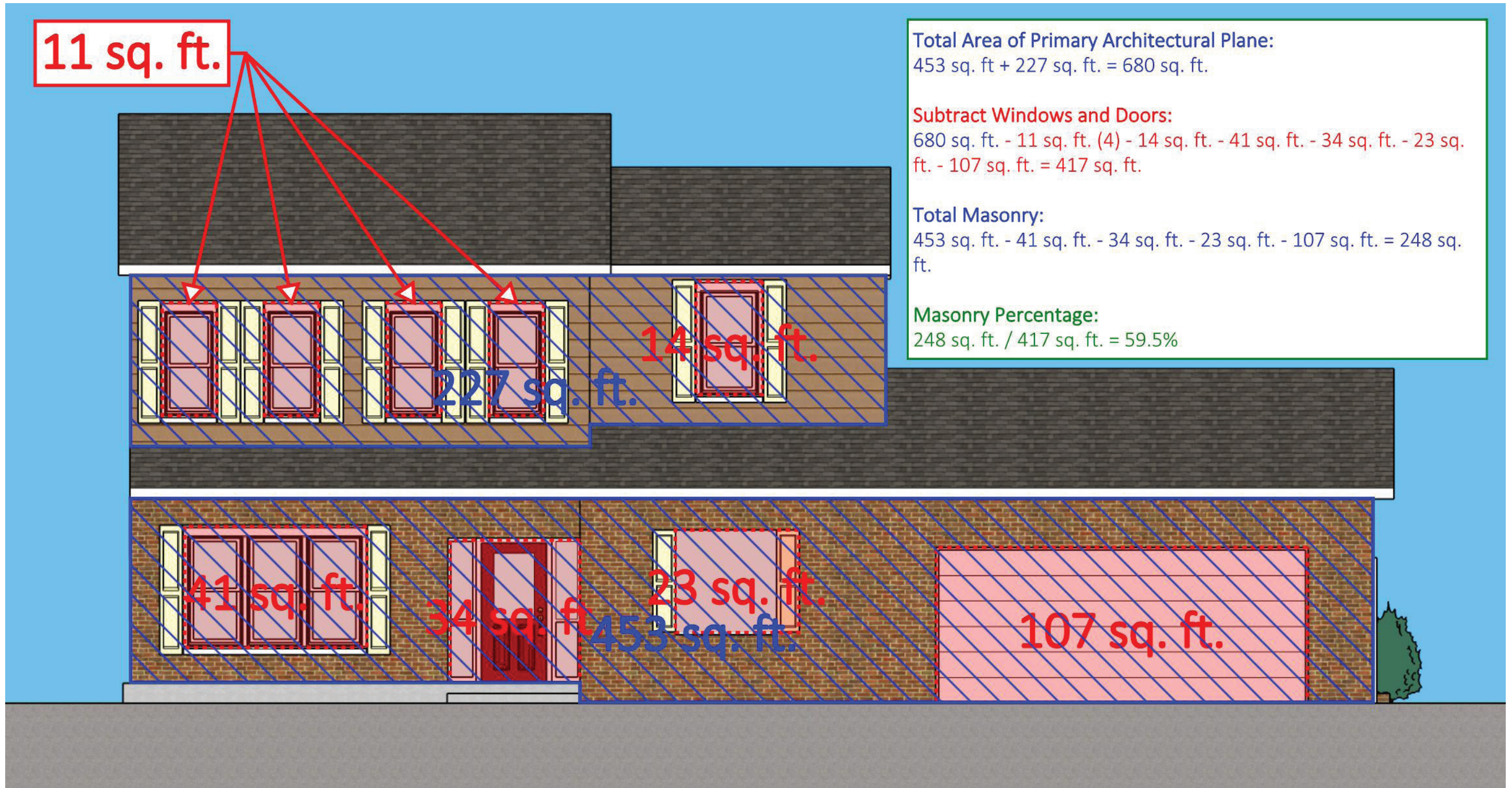


Exhibit 2 - Masonry Percentage Example Calculation



Architectural Review Board Application Submittal Guide

| Exhibit 3 – Example of Required Submittal | | | | | | | |
|--|-------------------|------------------|---------------------------|-----------------------|-----------------|------------------------|----------------------------|
| House Plan | Masonry (sq. ft.) | Siding (sq. ft.) | Windows & Doors (sq. ft.) | Garage Door (sq. ft.) | Total (sq. ft.) | Masonry % ³ | Garage Door % ⁴ |
| A – Front ¹ | 248 | 169 | 156 | 107 | 680 | 59.5% | 15.7% |
| A – Left Side | # | # | # | # | # | % | % |
| A – Right Side | # | # | # | # | # | % | % |
| A – Rear | # | # | # | # | # | % | % |
| B – Front ² | # | # | # | # | # | % | % |
| B – Left Side ² | # | # | # | # | # | % | % |
| B – Right Side ² | # | # | # | # | # | % | % |
| B – Rear ² | # | # | # | # | # | % | % |
| 1 Values taken from Exhibits 1 & 2 | | | | | | | |
| 2 Necessary if multiple styles are submitted with house plans | | | | | | | |
| 3 Masonry Percentage = (Masonry Area) / (Total – Windows & Doors – Garage Door) | | | | | | | |
| 4 Garage Door Percentage = (Garage Door) / (Total) | | | | | | | |



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| | Date Stamp Office Use Only |
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APPLICATION - ARCHITECTURAL REVIEW BOARD

APPLICATION NUMBER: _____

1. PROPERTY INFORMATION

Property location: _____

Project Name: _____

16-digit parcel ID: _____

Township Name: _____ Section #: _____ Township #: _____ Range #: _____

Present Zone District: _____ Proposed Zone District: _____ Existing Land Use: _____

Gross site acreage: _____ Net site acreage: _____ Net site density: _____ Net site density: _____

2. APPLICANT INFORMATION

Applicant's name: _____

Applicant's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

3. OWNER INFORMATION

Property owner's name: _____

Property owner's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

4. ATTORNEY INFORMATION

Company name: _____ Contact Name: _____

Attorney's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

5. ARCHITECT INFORMATION

Company name: _____ Contact Name: _____

Engineer's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

6. SURVEYOR OR ENGINEER INFORMATION

Company name: _____ Contact Name: _____

Surveyor's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

7. PROJECT CONTACT

Contact Name: _____

Phone: _____ Fax : _____ Email address: _____

8. ADVERTISING

Advertising cost of legal publication billed to:

Name: _____

Address: _____ Phone: _____

9. ATTEST & SIGNATURES

State of Indiana)
) SS:
County of Hamilton)

I attest that all of the above information is true and correct to the best of my knowledge and belief. I understand that any materially false, misleading, or incomplete statement on this Application shall constitute grounds for denial of this application and/or revocation of my request.

Signature of Owner* (REQUIRED)

Name printed

Signature of Applicant

Name printed

**If the owner's signature cannot be obtained on the application, then a notarized statement acknowledging his/her knowledge of the proceedings is required at the time of filing.*

Subscribed and Sworn to before me this _____ day of _____, 20__

Signature of Notary

Name Printed

My commission expires on _____, 20__

(Owners Signature)

Subscribed and Sworn to before me this _____ day of _____, 20__

Signature of Notary

Name Printed

My commission expires on _____, 20__

(Applicant Signature)