

1. Design Review Board

Documents:

CAMP EATON SIGN REPLACEMENT PERMIT APPLICATION.PDF  
DRB APPLICATION.PDF  
CE NEW SIGN PROOF.PDF  
EXISTING CONDITIONS PLAN 9-30-16.PDF  
ZONINGORD-18.9-BOARD OF DESIGN REVIEW-MAY2022.PDF



## TOWN OF YORK

186 York Street  
York, ME 03909  
207-363-1002

## Shoreland / Building / Sign / Use Application Form

www.yorkmaine.org

REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*APPLICANT TO USE BLACK OR BLUE INK\*

1. PROPERTY OWNER NAME: *Camp Eaton Inc*

Phone: *363-3424*

E-mail: *Matt@CampEaton.com*

Provide evidence of right/title/interest.

2. APPLICANT NAME\*: *Matt Woodman / Peter Wagner*

Phone: *363-3424*

E-mail: *Matt@CampEaton.com*

Check if property owner is the applicant. *PeterC.CampEaton.com*

\*If not owner of record, must have written authorization from owner.\*

3. APPLICANT ADDRESS

*750 York St. York Harbor*

4. MAP/LOT: \_\_\_\_\_

5. Base Zone District: \_\_\_\_\_

6. Value of Project: \_\_\_\_\_

7. Project Address: \_\_\_\_\_

8. Lot of Record, What Year: \_\_\_\_\_

9. Identify Adjacent Lots Under  
Same Ownership: \_\_\_\_\_

### PROJECT INFORMATION

10. Select One:  Building Permit  Use Permit  Combined Building and Use Permit  Sign Permit

11. USES: List all existing and proposed uses for this property. Identify accessory uses, if applicable.

Check if any non-residential use is involved.

12. CONSTRUCTION/ACTIVITY. Describe proposed construction/activity to be permitted.

*Replace existing front sign w/ a new sign - same  
dimensions as existing.*

12.A. Will you be disturbing one or more acres of land? *Y*  *N*

*If yes, you will need to apply for either a Maine Construction General Permit or Permit by Rule through Maine DEP Chapter 500 Stormwater Management, and a copy will need to be submitted to the Town with this application.*

12.B. Will you be disturbing one or more cubic yards of land? If yes, provide a copy of your State Erosion Control

Certification, or Certification number \_\_\_\_\_ and expiration date \_\_\_\_\_.

13.	Existing	Proposed	N/A	14. OVERLAY DISTRICTS (check all that apply)	
Number of Stories			<input checked="" type="checkbox"/>	Elderly Congregate Housing Overlay District	
Building/Structure Height			<input checked="" type="checkbox"/>	Farm Enterprise Overlay District	
Number of Bathrooms			<input checked="" type="checkbox"/>	Shoreland Overlay District	
Number of Bedrooms			<input checked="" type="checkbox"/>	Watershed Protection Overlay District	
Septic System Limit of Bedrooms			<input checked="" type="checkbox"/>	Wetland Protection Overlay District	
Seasonal or Year-Round Use			<input checked="" type="checkbox"/>	Workforce Affordable Housing Overlay District	
Number of Parking Spaces			<input checked="" type="checkbox"/>	York Village Affordable Elderly Housing Overlay District	
Number of Residential Units			<input checked="" type="checkbox"/>	York Village Center Overlay District	
Area of Lot (s.f.) (FYI: 1 acre=43,560 s.f.)			<input checked="" type="checkbox"/>	York Village Hospital Overlay District	
			<input checked="" type="checkbox"/>	Historic District	

## WATER / SEWER INFORMATION

15. TYPE OF WATER SUPPLY:

<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE
<input type="checkbox"/> Annual	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Summertime Only	

WATER DISTRICT AUTHORIZED SIGNATURE

DATE

16. TYPE OF SEWAGE DISPOSAL:

PUBLIC       PRIVATE [Provide a copy of the septic plan (HHE-200) if proposal would increase septic usage.]

SEWER DISTRICT SUPERINTENDENT'S APPROVAL

DATE

## PROPERTY INFORMATION

17. LOT SIZE (SQ. FT. OR ACRES):

Street Frontage:		Ft.
Water Frontage:		Ft.
Check if Non-Conforming		

PERCENTAGE OF LOT COVERAGE  
(IMPERVIOUS SURFACE RATIO)

Present:	%	Sq.Ft.
Proposed:	%	Sq.Ft.
Zone:	%	Sq.Ft.
Check if Not Applicable		

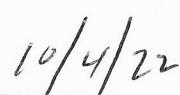
Required Setbacks:	Front	Ft.
	Side	Ft.
	Rear	Ft.

Proposed Setbacks:	Front	Ft.
	Side	Ft.
	Rear	Ft.

- BUILDING PERMITS DO NOT INCLUDE PLUMBING, SEPTIC OR COMMERCIAL ELECTRICAL WORK.
- HOMEOWNERS MAY DO THEIR OWN PLUMBING AND ELECTRICAL WORK ONLY IN THEIR PRIMARY YEAR-ROUND RESIDENCE. SUCH WORK IS SUBJECT TO PERMITTING AND INSPECTIONS.
- **BUILDING PERMITS EXPIRE IF INACTIVE FOR 180 DAYS (i.e., no inspections).**
- ALL WORK MUST COMPLY WITH MAINE UNIFORM BUILDING and ENERGY CODE (MUBEC). MAINE HAS ADOPTED THE NATIONAL CODES AND STANDARDS. AMENDMENTS CAN BE FOUND BY GOING TO THE STATE'S WEBSITE: [www.maine.gov/dps/bbcs](http://www.maine.gov/dps/bbcs)
- ANY FALSE INFORMATION MAY INVALIDATE A BUILDING PERMIT AND STOP ALL WORK.
- SIGNING AUTHORIZES INSPECTIONS NECESSARY TO ISSUE PERMIT AND ENSURES COMPLIANCE WITH STATE BUILDING CODES AND ANY OTHER APPLICABLE REGULATIONS.
- IF THERE IS A PROPOSED EXPANSION YOU MUST SUBMIT A SCALED PLOT PLAN, WITH SIDE VIEW DRAWING AND ALL APPLICABLE STATE AND FEDERAL PERMITS.
- MUST SUBMIT STORMWATER MANAGEMENT PLAN W/APPLICATION (SEE POST CONSTRUCTION STORMWATER MANAGEMENT ORDINANCE).

18.

 PROPERTY OWNER, OR APPLICANT WITH OWNER'S WRITTEN PERMISSION

 10/4/22

DATE

## SIGN INFORMATION

**Sign Standards** are in Article 16 of the Town of York Zoning Ordinance. The Ordinance can be found on the Town of York Website or by clicking [here](#).

Name of Business / Organization: Camp Eaton Inc.

Please provide a PLOT PLAN with the location of the sign on the attached graph.

1. Height to top of sign from ground level: 80''
2. Type of Material: Dibond faces / 2 Sided
3. Source of Illumination (If applicable): None
4. Set Back from Front Property Lines: 20' +
5. Set Back from Side Property Lines: N/A

Please attach a sketch (or use the space below) of the sign(s) and include **ALL DIMENSIONS**:

*See proof from Timberline Signs  
(attached).*

- Same Same size as current sign
- Likely replacing current posts as part of install and reducing their size from 12" to 9". Same or less height as current posts.

# BOARD OF DESIGN REVIEW APPLICATION FORM



## INSTRUCTIONS

*This application form must be filled out completely and accurately for any application to the Board of Design Review. Attach additional information, plans, studies, etc. as required.*

## PROJECT INFORMATION

Project Name: CAMP EATON, INC - FRONT SIGN REPLACEMENT

Project Description: REPLACEMENT OF FRONT SIGN ALONG YORK ST  
• SAME SIZE, SHAPE & ORIENTATION AS EXISTING SIGN  
• NO LIGHTING

Street Address: 750 YORK ST

Tax Map(s) & Lot(s): 40/61

## AUTHORIZED REPRESENTATIVE

*Identify the one person who will be the primary contact for this project.*

Name: PETER T. WAGNER

e-mail: PETER @ CAMP EATON.COM Phone #: 207 363-3424 TSUSINCO  
207 351-7611 CELL

## PROPERTY OWNER(S)

*Identify the owner or owners of all property involved in this application. Attach additional sheets if necessary. The property owner is the applicant.*

Name: PETER T. WAGNER CAMP EATON, INC

Mailing Address: BOX 626 YORK HARBOR ME 03911

By signing, I certify that the information provided is true and accurate, and that my authorized representative, if applicable, has my consent to represent this application.

Owner's Signature: Peter T. Wagner Date: 10/18/22

*In the event there is more than one owner, all must sign. Attach additional sheets if necessary.*

PRESIDENT

# PROOF for: Camp Eaton Sign

Company Camp Eaton  
Name Matt Woodman e-mail: [matt@campeaton.com](mailto:matt@campeaton.com)  
Phone 207-363-3424  
Date 6/23/22  
Est. Due Date \_\_\_\_\_  
Saved as: camp eaton.cdr



## TIMBERLINE SIGNS

139 Lafayette Road Rye, NH 03870  
p.603-964-1575 f.603-964-1576  
[www.timberlinesigns.com](http://www.timberlinesigns.com) [timberlinesigns@yahoo.com](mailto:timberlinesigns@yahoo.com)

existing



new



new 9" wide posts



©2012

Format dibond faces with raised name and anchor  
Size 60" x 102"  
Sides 2  
Quantity 1  
Color Scheme \_\_\_\_\_

Installation yes

Hardware new internal structure  
Misc. \_\_\_\_\_

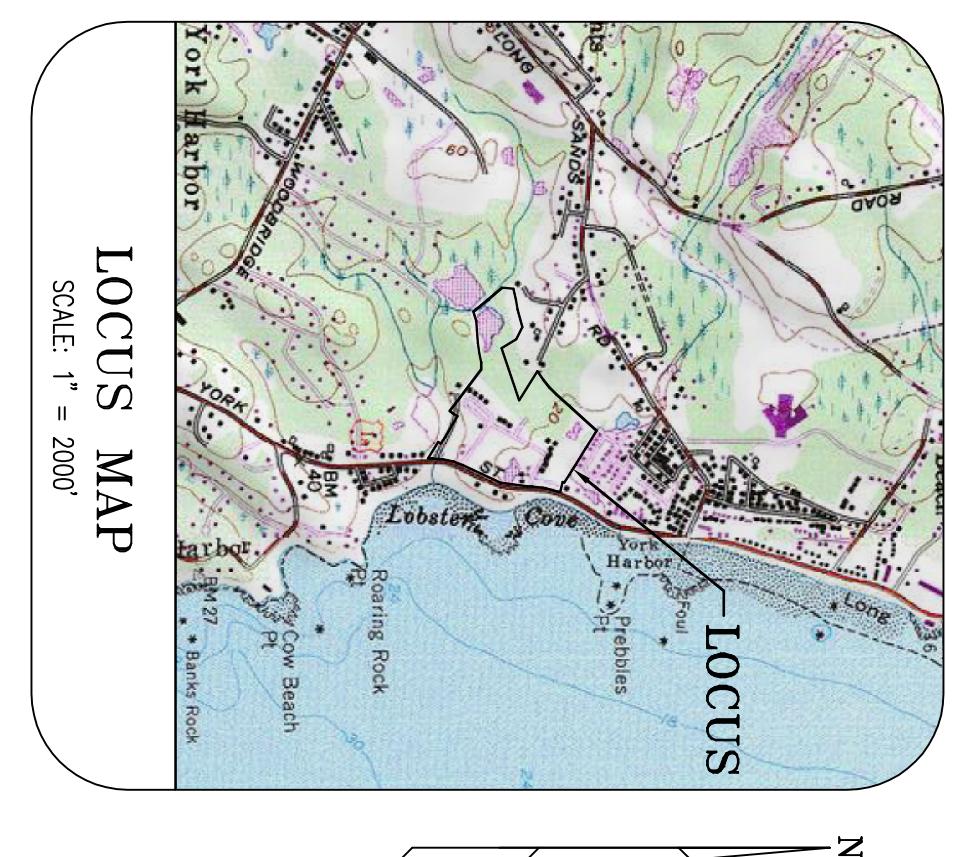
I hereby authorize TIMBERLINE SIGNS to produce the above layout. 100% Payment will be expected upon completion of project unless other arrangements have been made prior. Customer has the option to purchase the artwork to be used as a logo or for other personal promotions for a determined fee. For pricing please inquire within. All designs and custom artwork remain the property of Timberline Signs until the order is complete and paid in full.

Please review, make necessary corrections, sign and fax or return to Timberline Signs, LLC. We will not begin production until this document is signed and returned. A 50% deposit is required to begin production on all jobs exceeding \$100.

**Note:** Designs are not actual size and Colors do not accurately represent finished product colors.

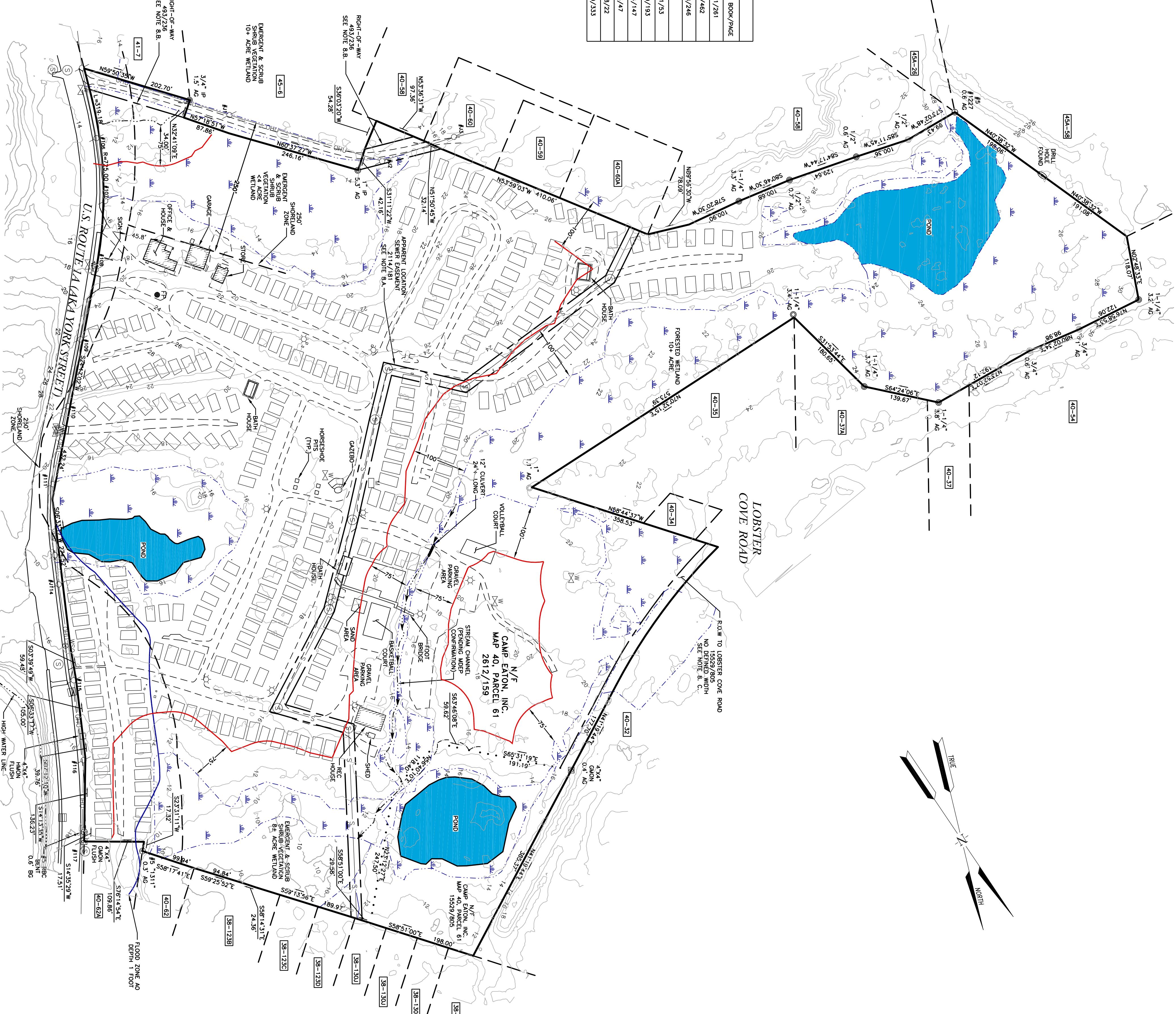
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Return signed Fax to **603.964.1576**



LOCUS MAP

SCALE: 1" = 2000'



LEGEND

●	REBAR W/ CAP SET STAMPED "KIMBALL PL. 2334"
□	GRANITE HIGHWAY MONUMENT FOUND
⊕	GRANITE MONUMENT FOUND
○	REBAR W/ CAP FOUND (SIZE AND NUMBER AS NOTED)
○	IRON PIPE PINCHED FOUND (SIZE AS NOTED)
○	IRON PIPE FOUND (SIZE AS NOTED)
○	UTILITY POLE (NUMBER AS NOTED)
W	LIGHT POLE
W	WATER SHUT OFF
W	CATCH BASIN SQUARE
W	SEWER MANHOLE
W	WATER METER
FP	FLAG POLE
FP	FIRE HYDRANT
FP	WATER GATE
W	WETLAND
—	BOUNDARY LINE
—	EXISTING EASEMENT
—	ABUTTER OR RIGHT-OF-WAY LINE
—	STREAM
—	EDGE OF WETLAND
—	BUILDING SETBACK LINE
—	EDGE OF GRAVEL
—	EDGE OF PAVEMENT
—	EDGE OF CONCRETE
—	OVERHEAD UTILITIES
—	EXISTING CONTOUR
—	N/F
—	NOW OR FORMERLY
—	DEED BOOK & PAGE
—	ABOVE GROUND

NOTES

1. THE BASIS OF BEARING FOR THIS SURVEY TRUE NORTH.
2. DEED AND PLAN BOOK REFERENCES ARE TO THE YORK COUNTY REGISTRY OF DEEDS (YRD).
3. REFERENCE IS MADE TO THE FOLLOWING DEEDS:
  - A. OUT CLAM RELEASE DEED YORK HARBOR DISTRICT TO CAMP EATON, INC. DATED NOVEMBER 20, 2008 AND RECORDED AT YRD BOOK 15629, PAGE 805.
  - B. WARRANTY DEED FROM FREDERICK T. GLYNN & ROSEMARIE A. GLYNN TO CAMP EATON, INC. DATED JULY 26, 1990 AND RECORDED AT YRD BOOK 5530, PAGE 164.
  - C. WARRANTY DEED JOINT TENANCY, NAME: STATORY SHORT FORM FROM CAMP EATON, INC. DATED NOVEMBER 20, 2008 AND RECORDED AT YRD BOOK 15629, PAGE 805.
  - D. WARRANTY DEED JOINT TENANCY, NAME: STATORY SHORT FORM FROM CAMP EATON, INC. TO FREDERICK T. GLYNN & ROSEMARIE A. GLYNN, DATED NOVEMBER 27, 1989 AND RECORDED IN YRD BOOK 5294, PAGE 207.
4. REFERENCE IS MADE TO THE FOLLOWING PLANS:
  - A. "PLAN OF LAND PREPARED FOR CAMP EATON, INC., YORK HARBOR, MAINE", SCALE 1"=100', BY: THOMAS F. MORAN, DATED: JULY 6, 1989
  - B. "PLAN OF LOT YORK SEWER DISTRICT BRIDGES LOT, YORK BEACH, MAINE", SCALE 1"=50', BY: G. L. DAVIS & ASSOCIATES, DATED: JULY 1983.
5. THE PARCEL SURVEYED IS IDENTIFIED ON THE TOWN OF YORK ASSESSING AS MAP 40, PARCEL 61. SAID PARCEL CONTAINS 4.00 ACRES.
6. THE PARCEL SURVEYED IS LOCATED IN THE BUSINESS-2 ZONE AND THE LIMITED RESIDENTIAL SHORELAND ZONE. THE PORTIONS OF BULK AND SPACE REQUIREMENTS ARE AS FOLLOWS:
  - FRONT SETBACK = 30'
  - SIDE SETBACK = 20'
  - REAR SETBACK = 20'
  - MAX. LOT COVERAGE = 20%
7. THE WIDTH AND LAYOUT OF ROUTE 1A WAS TAKEN FROM THE PLAN REFERENCED IN NOTE 4.A. ABOVE.
8. REFERENCE IS MADE TO THE FOLLOWING EASEMENTS OF RECORD:
  - A. 20' WIDE SEWER EASEMENT TO THE YORK SEWER DISTRICT AS RECORDED IN DEED BOOK 2114, PAGE 181.
  - B. A TWO-FOOT WIDE (.33 FEET) RIGHT-OF-WAY BURDENING THE LOCUS PARCEL, RECORDED IN DEED BOOK 433, PAGE 236.
  - C. A RIGHT-OF-WAY FOR LOBSTER COVE ROAD RECORDED IN DEED BOOK 15529, PAGE 805, NO WIDTH SPECIFIED.
  - D. EASEMENTS TO CENTRAL MAINE POWER CO. & NEW ENGLAND TELEPHONE & TELEGRAPH CO. RECORDED IN DEED BOOK 1177, PAGE 63; DEED BOOK 1439, PAGE 32; DEED BOOK 1377, PAGE 594; DEED BOOK 1654, PAGE 446; DEED BOOK 1836, PAGE 445 & 446.
  - E. AN EASEMENT FROM JAMES P. EATON TO THE YORK WATER DISTRICT RECORDED IN DEED BOOK 811 PAGE 540.
9. EXISTING LOT COVERAGE:
  - EXISTING PARCEL AREA: 1,655.098 SF.
  - IMPERVIOUS AREA: 1,655.098 SF.
10. WETLAND DELINEATION PROVIDED BY ALBERT FRICK ASSOCIATES.
11. ELEVATIONS AND CONTOURS SHOWN HEREON ARE BASED ON THE STATE OF MAINE OFFICE OF GIS. SAID CONTOURS ARE BASED ON NAVD88 DATUM.

EXISTING LOT COVERAGE = 197.926, 1,655.098 = 12.0%

EXISTING PARCEL AREA: 1,655.098 SF.

IMPERVIOUS AREA: 1,655.098 SF.

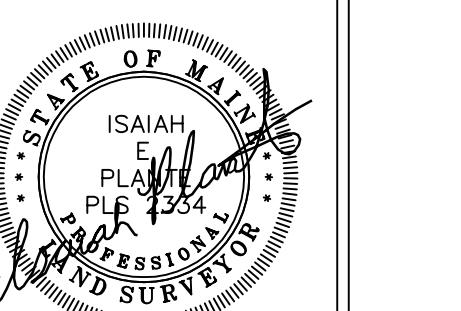
A. GRAVEL ROAD = 126.845 \*75% = 95.133 SF.

B. BUILDINGS = 1,022 SF.

C. PAVEMENT/CONCRETE = 1,705 SF.

D. CRUSHED STONE(JUNITS) = 126.422 \*75% = 94.066 SF.

KIMBALL  
SURVEY & DESIGN, INC.  
30 FROST ROAD  
YORK, MAINE 03909  
207-351-0226  
ISAIAH@KIMBALLANDSURVEYING.COM  
WWW.KIMBALLANDSURVEYING.COM  
PROFESSIONAL LAND SURVEYING



Existing Conditions Plan  
Camp Eaton  
750 York Street  
York Harbor, Maine

Prepared for  
Camo Eaton, Inc.  
750 York Street  
York Harbor, Maine 03911

NO.	DATE	BY:	DESCRIPTION
1612	SEPTEMBER 30, 2016	ISAIAH PL. 2334	

1 OF 2

**18.9 Site Design Review/Board of Design Review -- Applicable to RES-4, BUS-1, BUS-2 Districts****18.9.1 Findings and Objectives**

Excessive uniformity, dissimilarity, inappropriateness or poor quality of design in the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, and certain residential areas hinders the harmonious development of the area, impairs the desirability of residence, investment or occupation in the area, limits the opportunity to attain the optimum use and value of land and improvement, adversely affects the stability and value of property, produces degeneration of property in such areas with attendant deterioration of conditions affecting the peace, health and welfare of the inhabitants, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor.

The purpose and objectives of site development requirements and the site design review procedure are to:

- 18.9.1.1 Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development;
- 18.9.1.2 Discourage monotonous, drab, unsightly, dreary and inharmonious development;
- 18.9.1.3 Conserve the area's natural beauty and visual character and charm by insuring that structures, signs, and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of the area's structures, signs and other improvements;
- 18.9.1.4 Protect and enhance the area's appeal to tourists and visitors.
- 18.9.1.5 Stabilize and improve property values and prevent blighted areas and thus, increase tax revenues.
- 18.9.1.6 Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and, thus decrease the cost of governmental services.
- 18.9.1.7 Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvement.
- 18.9.1.8 Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the area's favorable environment, and thus, to promote and protect the peace, health and welfare of the Town of York.

**18.9.2 Board of Design Review**

There is hereby established a Board of Design Review whose members, term, officers, and manner of transacting business shall be as follows:

- 18.9.2.1 Members. The Board shall consist of five members, each of whom shall be a resident of the Town of York.  
- **AMENDED 05/17/2014**
- 18.9.2.2 Appointment; Term. The members of the Board shall be appointed by the Board of Selectmen for 3-year terms, maintaining a staggered rotation such that only one or two appointments expire each year. The Board of Selectmen shall appoint a qualified person to fill the vacancy for the remainder of any unexpired term. - **AMENDED 05/17/2014**
- 18.9.2.3 Vacancies; Removal. Any vacancy shall be filled for the remainder of the unexpired term as original appointments are herein provided. The Board of Selectmen may remove any member of the Board, after hearing, for misconduct or non-performance of duty.

18.9.2.4 Officers. The Board shall elect a Chair, Vice-Chair and Secretary at the first meeting on or after each July 1st. During the absence, disability or disqualification of the chairman and vice-chairman, the remaining members shall select an acting chairman. **AMENDED 5/17/2014**

18.9.2.5 Quorum; Voting. A quorum shall consist of three members. The Concurrence of a majority of the members of the Board present and voting shall be necessary to determine any questions before the Board. - **AMENDED 11/07/2000**

18.9.2.6 Meeting Records. The Board shall hold one regular meeting each month. However, a meeting need not be held if there are no drawings or plans submitted for review by the Board. The deliberations and proceedings of the Board shall be public records. The Board shall keep minutes of its proceedings and such minutes shall be public records.

18.9.2.7 Rules. The Board may adopt and amend by-laws to govern the conduct of its business consistent with Robert's Rules of Order and the provisions of this ordinance. - **AMENDED 05/17/2014**

#### **18.9.3 Jurisdiction and Powers of the Board**

18.9.3.1 No building permit shall be issued for a new non-residential building, and no sign permit shall be issued until the plans, drawings, sketches, and other documents required under Section 18.9.5 have been reviewed and approved by the Board in conformity with the criteria specified in Section 18.9.4.

18.9.3.2 Construction, site development and landscaping shall be carried out in substantial accord with the plans, drawings, sketches and other documents approved by the Board, unless altered with Board approval. Nothing in this subsection shall be construed to prevent ordinary repair, maintenance and replacement of any part of the building or landscaping which does not involve a substantial change from the goals and objectives of Section 18.9.1. Where a building permit is required, it shall be the responsibility of the Code Enforcement Officer to determine whether a "substantial change" would result from the proposed action.

18.9.3.3 The Board may authorize variances from the site development requirements, off-street parking and loading and supplemental provisions of this ordinance which are subject to the jurisdiction of the Board, where it can be shown that by reason of exceptional size, shape or topographic conditions, or other special or unusual circumstances, the literal enforcement of such requirements would not allow reasonable development to take place. Variances shall be considered in conjunction with the site design review process and subject to procedural and appellate provisions applicable to such process.

#### **18.9.4 Criteria and Standards**

The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required under Section 18.9.5. These standards are intended to provide a frame of reference for the applicant in the development of the site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation.

18.9.4.1 Preservation of Landscape: The landscape shall be preserved in its natural state, insofar as practicable by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

18.9.4.2 Relation of Proposed Buildings to Environment: Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed buildings. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, terrain features or other buildings.

18.9.4.3 Drives, Parking and Circulation: With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.

18.9.4.4 Surface Water Drainage: Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system.

18.9.4.5 Utility Service: Whenever feasible, electric, telephone and other utility lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to neighboring properties and the site. The proposed method of sanitary sewage disposal from all buildings shall be indicated.

18.9.4.6 Advertising Features: The size, location, design, color texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties. Individual off-premises signs shall not exceed three (3) square feet in area; on-premises signs shall, in aggregate, not total over one hundred (100) square feet in area, with no single sign exceeding fifty (50) square feet in area. No sign shall exceed ten (10) feet in any dimension. Illuminated signs shall be indirectly lit.

18.9.4.7 Special Features: Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding areas.

18.9.4.8 Application of Design Standards: The standards of review outlined in Sections 18.9.4.1 through 18.9.4.7 above also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures.

- a. The Board shall also be guided by the objectives of Section 18.9.1, and such objectives shall serve as additional criteria and standards.
- b. Unless otherwise authorized under this ordinance, the Board shall not have the authority to waive or modify the site development requirements of this ordinance, the requirements of the Zoning Ordinance or the requirements of any other applicable ordinance.

### **18.9.5 Procedure**

A prospective applicant for a building or other permit who is subject to site design review shall submit the following to the Board of Design Review:

- a. A site plan, drawn to scale, showing the proposed layout of all structures and other improvements including, where appropriate, driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking and loading areas. The site plan shall indicate the location of entrances and exits and the direction of traffic flow into and out of off-street parking and loading areas, the location of each parking space and each loading berth and areas of turning and maneuvering vehicles. The site plan shall indicate how utility services and drainage are to be provided.
- b. A landscape plan, drawn to scale, showing the location of existing trees proposed to be removed or to be retained on the site, the location and design of landscaped areas, the varieties and sizes of trees and plant materials to be planted on the site, other pertinent landscape features, and irrigation systems required to maintain trees and plant materials.
- c. Architectural drawings or sketches, drawn to scale, including floor plans, in sufficient detail to permit computation of yard requirements and showing all elevations of the proposed structures and other improvements as they will appear on completion of construction.
- d. Specifications as to type, color and texture of exterior surfaces of proposed structures.
- e. A sign plan, drawn to scale, showing the location, size, design, material, color and methods of illumination of all exterior signs.