



## Site Design and Architectural Review Application

An application is hereby made for approval consideration regarding the Site Design and Architectural Review (SDAR) compliance of residential house types, or commercial / industrial buildings, in accordance with the Architectural and Site Design Guidelines and Standards (A.S.D.G.S.). Two (2) copies of each plan set are required for review and application completeness, including the required documents detailed on page 2 of this application.

**Builder/Developer Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_

**Name of Subdivision/Development:** \_\_\_\_\_

**Number of House Types/ Buildings Submitted for Review:** \_\_\_\_\_

**Name of House Type/Building Submitted for Review:**

### Site Design and Architectural Review Fees

Fee Type	Fee <small>(all fees are assessed a 5% technology fee)</small>
Design Code Review Fee	\$1,799
Application Fee	\$125
Building Residential Permit Architectural Elevation Review	\$349 per Discreet Unit Type
Residential Preliminary Plan Review Fee	\$5 per lot/\$507 minimum
Commercial Review Fee- Less than 250,000 sq. ft.	\$607
Commercial Review Fee- Over 250,000 sq. ft.	\$827
Inspection Fee	\$71 per unit/per inspection



## Required Documents with Application Submission

### Residential

#### Site Design Review

- One copy of the residential site design (preliminary plan) to include:
  1. Inserts illustrating typical lot layouts
  2. Designation of high visibility/corner lots with (HV) symbol
  3. Location of entrance signs (if proposed)
  4. Location of streetlights, heights, and types
  5. Details of pathways, location of passive and active recreational areas
  6. Tree save areas
- One copy of a Community Connectivity Map generated in accordance with the objectives of the Architectural and Site Design Guidelines and Standards (A.S.D.G.S.) Section 4.9.

#### Architectural Review Elevation Submission:

- Two copies of the elevation package to include:
  1. Four views (front, both sides and rear)
  2. High visibility elevations (typically side and rear with proposed enhanced treatments such as shutters, headpieces, picture frame trim, sill trim, etc.).
  3. Show all windows, entry/service doors and associated trim.
  4. Details of general construction and exterior material selections.
  5. Deck, porch, railing and stair material (if proposed)
  6. Roof pitch and material information
  7. Color descriptions of siding, masonry veneer, and roofing if used as a factor in determining distinct house types.
- Floor plans for each level to include basic footprint and overall dimensions. DO NOT include framing, electrical, etc. as this is not a review of building code
- Proposed mitigation for high visibility lots, if necessary
- Proposed mitigation for projecting garage facades, garage massing, if necessary
- Typical & high visibility / corner lot landscaping palettes for each model, including HVAC screening
- Matrix or master site plan illustrating all distinct house type elevations proposed
- Copy of approved preliminary plan

### Commercial/Industrial Buildings

#### Site Design Review

- One copy of the site development plan to include:
  1. Design Category designation
  2. Street continuity to include pedestrian circulation, bicycle circulation, vehicular circulation
  3. Activity spaces and entry amenity areas
  4. Lighting / Photometric plan
  5. Street furniture details
  6. Detailed landscaping plan

#### Architectural Review Submission

- Two copies of the elevation package (both are to be colorized to illustrate the color schemes and material choices).
  1. Four views (front, both sides and rear)
  2. Show windows, entry/service doors and associated trim detailing.
  3. Details of general construction and exterior material selections.
  4. Roof pitch and material information
  5. Location of HVAC equipment with screening - fencing, landscaping, etc.
  6. Floor plan for each level to include basic footprint and overall dimensions. DO NOT include framing, electrical, etc. as this is not a review of building code requirements.

**Please contact Kirby Blass if you have questions  
or need additional information.**

**Phone: 301-645-0653**

**E-mail: [BlassK@CharlesCountyMD.gov](mailto:BlassK@CharlesCountyMD.gov)**