



Requirements for Submittal of Application for Architectural Review

- I. **All documents** must be received (25) twenty-five days prior to the regular scheduled Town Council meeting.
- II. **The names and addresses** of all officers in the Corporation must be provided if the request is made by a Corporation.
- III. **Twelve (12) Architectural elevation plans** must be submitted with this application. The plans **must** reflect the Architectural Standards attached to this application. All elevations and/or maps larger than 11 x 17, shall be folded down to letter size. All elevation plans **must** have seal stamped to document.
- IV. **Twelve (12) site plans** with the vicinity map drawn to a scale of 1 inch = 200 feet. **All maps larger than 11 x 17 must be folded down to letter size.**
- V. **Section 194, first paragraph**, refers to Section 54.1 as follows:
Section 54.1 Architectural Compliance Permit Adopted December 14, 2004
 - (a) An application for an architectural compliance permit shall be submitted to the council by filing a copy of the application with the administrator in the planning department.
 - (b) Subject to subsection (d) the council shall issue the requested permit unless it concludes, based upon information submitted to it at a public meeting or information of record, that, more likely than not, the design, materials, colors, or appearance of the structure or structures for which the permit is sought:
 1. Will not satisfy the general standards set forth in Section 185.2(a); or
 2. Will result in substantial injury to the value of nearby property; or
 3. Will not be in harmony with the area in which it is to be located.
 - (c) No public hearing is required in order that the council make its determination, but the council's consideration of the application shall be in accordance with the quasi-judicial procedures set forth in Articles IV, V and VI.
- VI. **Please note Section 194**, second paragraph, of the Architectural Standards requires a narrative explanation of how the design conforms to the requirements. Use Sections 192 and 193 for Design Requirements.
- VII. **The applicant or a representative is expected to attend all meetings** (Town Council Agenda and Town Council Regular meeting) to answer questions concerning the request. The absence of the applicant or a representative is sufficient grounds to warrant a deferral of action by the Town Council.
- VIII. **The Town Council Agenda meeting** is held the Wednesday preceding the Town Council Regular meeting. **The Town Council Regular meeting** is held the second Tuesday of the month. The agenda meeting is held in the Boyd Room of the Planning Office, 180 SW Broad Street, Southern Pines, NC. The Regular Town Council meeting is held at the Douglass Community Center, 1185 West Pennsylvania Avenue, Southern Pines, NC. Both of the meetings start promptly at 7:00 PM.
- IX. **For your convenience meeting dates are readily accessible on the Town's official web site, www.southernpines.net** . On the Town of Southern Pines' Home Page, select Government, then select Public Meetings (Calendar).

**APPLICATION FOR SOUTHERN PINES
TOWN COUNCIL ARCHITECTURAL REVIEW**

Date Received: _____

Case: AR-_____ - _____

TO THE TOWN COUNCIL OF THE TOWN OF SOUTHERN PINES, NORTH CAROLINA:

I, the undersigned, do hereby make application for an architectural review of the property as described below, to the Town of Southern Pines Town Council:

1. Name of project: _____.

2. Project Street Address: _____.

3. PIN # _____ LRK _____

3. Type of Commercial Building (i.e. retail, office, etc.): _____.

I certify that all information furnished in this application is accurate and in compliance with the attached architectural standards of the Town of Southern Pines.

Name of Petitioner: _____
Please Print

Signature: _____

Mailing Address of Petitioner: _____
Please Print

E-Mail of Petitioner: _____
Please Print

Phone Number of Petitioner: _____
(Area Code)

Name of legal owner of Property Owner
(If different from Petitioner) _____
Please Print

Mailing Address of legal Property Owner
(If different from Petitioner) _____
Please Print

Phone number of legal Property Owner
(If different from Petitioner) _____
(Area Code)