

ENTRADA COMMERCIAL USE PROJECTS

DESIGN GUIDELINES CHECKLIST FOR SUBMITTALS

Project Name: _____

Issue Date: _____

Address: _____

Checked by: _____

Date checked: _____

The following checklist should be used by staff when reviewing submittals for conformance with the Entrada Design Guidelines and Ordinances. Other parties involved should also use this checklist to ensure they have met the criteria listed.

PLEASE NOTE: This list is not all-inclusive. It is the responsibility of all parties to adhere to Ordinance No. 703 and the Entrada Design Guidelines. This list should not be used as a supplement to those materials.

Check boxes where applicable.

Reference materials used where applicable.

					YES	NO	N/A	COMMENTS
SECTION 1 SITE DESIGN								
1 . Meets minimum lot size of 400 s.f.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 . Maximum building height of 735 ft. not exceeded		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 . Architectural embellishments do not exceed height limit by more than 20 ft.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SECTION 2 LANDSCAPING								
1 . Reinforces rural and natural qualities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 . 60% of trees are at least 3 in. caliper		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 . 40% of trees are at least 2 in. caliper		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 . Complies with parking lot landscaping in Town Ordinances		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5 . Irrigation lines placed 2 1/2 ft. from sidewalk or alley		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6 . Trees and shrubs irrigated by bubbler lines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
7 . Rain, wind, freeze detectors on all irrigation lines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8 . Plants are from the approved list		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SECTION 3 OPEN SPACE								
1 . 20% of area is open space		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 . Constant-elevation water features defined for storm water detention		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 . Open, public plaza and gathering areas present		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 . Generally conforms with Town's Open Space Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SECTION 4 BUILDING ARTICULATION								
1 . First floor of building is accentuated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 . Provides visual interest and texture		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 . Reduces large areas of undifferentiated façade		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 . Painted or colored surface match the selected color palette		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SECTION 5 STREETS AND PAVING								
1 . Roadway, parking paving, sidewalk and trail color matches approved field sample		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 . Roadways and parking areas are integrally colored concrete pavers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 . Sidewalks and trails are cast in place concrete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 . Concrete joints are v-shaped and are at least 1/4 in. wide and 1/4 in. deep		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5 . No speed bumps present in fire lane		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6 . Continuous unit pavers marked "Fire Lane" at code compliant intervals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
7 . No painted fire lane striping present		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8 . Minimal curbing used		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
9 . Curbs are rollover in profile		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10 . Parking striping are continuous unit pavers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
11 . No painted parking striping present		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12 . Parking space requirements met		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13 . Decorative iron bollards have at least 8 in. diameter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
14 . Wheel stops generally match paving		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15 . Control and expansion joints are visually seamless		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16 . Control and expansion joints do not cross over the paving pattern		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

	YES	NO	N/A	COMMENTS
17 . Manholes are present and have finish that matches adjacent paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18 . Manholes feature the Entrada logo and are metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19 . Adequate sight distance provided at all intersections present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 6 PARKING GARAGES				
1 . Architecturally finished façade compatible with local buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Blends in with buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Entries and exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Adequate access available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 7 EXTERIOR WALLS				
1 . Exterior walls are 100% masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . No siding present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Materials are natural quarried stone, three-coat stucco, cast stone, or brick in limited quantities (such as arches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Stucco limited to 40% of street visible elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No EIFS, fiberglass, and/or metal panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Stone coursing mimics patterns that would naturally occur in a Catalonian Village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . No river rock rubble, ashlar patterns, or mosaic patterns present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Upper stories of commercial building have a 50% void to solid ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Mixed-use buildings above the first floor have a 40% void to solid ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . First floor retails have a 65% void to solid ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Walls make a strong edge with street scape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Wall openings are full natural quarried stone, cast stone, brick, or cut stone returns, or stucco where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Stone corners use toothing method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . No stacked joints at inside corners, outside corners, and intersection with all openings present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 8 COURTYARDS				
1 . Provides visual enhancement to streets and buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Stone walls or building facades create sense of enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Courtyards have at least 2 sides defined by building walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Decorative planting are in containers and raised beds that contain ornamental plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Courtyard walls are full width natural quarried stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Stucco walls limited to 40% of street visible courtyard wall area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . No thin-set stone veneer, scored stucco, or exposed CMU present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Courtyard walls make strong edge with the streetscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Wall thickness is at least 8 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Wall height is at least 6 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Wall cap is full width natural quarried stone, random width natural quarried stone; cut or dressed; half-round clay roof tile, thin natural slate, or cast stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . No more than 40% of the wall area is an opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Max width of pedestrian opening is 6 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . Max width of an automotive opening is 16 ft. if opening serves 5 or more garages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Max width of an automotive opening is 12 ft. if opening serves 4 or less garages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . Walls exceeding higher than 4 ft. approved by engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 9 ARCHES				
1 . Materials are natural quarried stone, cast stone, brick, timber, or iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . No EIFS, wood siding, Hardiboard siding, CMU, marble, granite, fiberglass, or metal panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Arches have at least 6 in. thickness when viewed from the underside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Cut, level, horizontally coursed stone, cast stone, or brick is at all wall openings below arch spring lines and continues the entire depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Cut/chopped, appropriately scaled, structural ring stone, or brick made for arch openings and continue the entire depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
6 . Archways are true or half round, segmental, flat and elliptical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Archway corners laid using toothing method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 10 FENCING				
1 . Fencing is either wrought iron, tubular steel, or masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Fencing greater than 3 1/2 ft. placed more than 10 ft. from right of way and open space corridor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . No chain-link fence present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . No wood fence present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 11 ORNAMENTAL METALWORK				
1 . Material has rustic, wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Frames, grates, pickets, and structural components are solid bar ferrous metal (square, round, or other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Panels are metal plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Metalwork finishes are shop-applied oil rubbed, dark bronze, black iron, approved powder coating, or other natural patina finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No brass or bronze or polish brass and stainless steel finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Dimensions of metalwork appropriately scaled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Frames are flat bar plate with at least 1/4 in. thickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Infill bars/pickets are at least 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Panels are at least 1/4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Only welded or forged joints present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 12 COMMERCIAL EXTERIOR ENTRANCES				
1 . Doors and frames are wood, iron, pre-finished black or dark bronze aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Wood doors are Oak, Alder, Poplar, Cypress, Clear Pine, Clear Cedar, Cherry, Teak, or Walnut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Wood is milled or rough cut lumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Trim is milled or aluminum clad milled lumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No plywood, composite board, vinyl, stamped or formed metal, or fiber glass present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Wood door is at least 1 3/4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Wood panels are at least 3/4 in. set in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Wood stile are at least 4 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Wood top rail is at least 4 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Wood bottom rail is at least 7 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Wood edges are routed, carved, or rough cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Iron doors have rustic, wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Iron frames are structural tubular steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . Panels are iron plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Ironwork finishes are oil rubbed bronze, dark bronze, or black iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . No polished brass and stainless steel finishes and stamped or formed steel/iron present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17 . Iron frame is at least 1/4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18 . Iron infill bars/pickets are at least 3/8 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19 . Iron panels are at least 3/16 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20 . Frames are recessed at least 8 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21 . Glazed areas contain divided lites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22 . Surface applied muntins are at least 1/2 in. deep and 1 in. wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23 . Glazing is clear or seeded finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 13 RETAIL STOREFRONTS				
1 . Frames are wood, aluminum clad wood, or prefinished aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Aluminum frames have a stepped profile trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Wood material is Alder, Oak, Poplar, Cypress, Clear Pine, Clear Cedar, Cherry, or Walnut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Trim is milled lumber, aluminum clad milled lumber or prefinished aluminum with stepped profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No plywood, composite board, vinyl, or fiberglass present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . All edges are routed or carved, or applied prefinished aluminum trim with stepped profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
7 . Glazed areas contain divided lites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Surface applied muntins are at least 1/2 in. deep and 1 in. wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Glazing is clear or seeded finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 14 SERVICE DOORS				
1 . Service doors are hollow metal, heavy gauge aluminum or steel, or wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Frames are dark bronze or black metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Door is at least 1 3/4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Frame is at least 2in. Thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Height is 8 ft. maximum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Width is 10 ft. maximum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Glazing not present (unless used as security window)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Mechanical grilles match door finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Grille size does not exceed 40% of the surface area of the door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . No wrap-around frames present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 15 DOOR HARDWARE				
1 . Material is ferrous metal (square or round) or heavy gauge formed steel with welded joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Contains a rustic, wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Finishes are oil rubbed, dark bronze, or black iron or other natural patina finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Thresholds are milled timber, natural stone, cast stone, or dark bronze or black anodized metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No brass or bronze materials present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . No polished brass or stainless steel finishes present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Door have are lever or pull activated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Back plates are 8 in. minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . No round knobs present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Hinges are H-shaped hinges, butt hinges with decorative finials, or strap hinges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 16 DOOR SURROUNDS				
1 . Lintel materials are structural and are single piece full width natural quarried stone, single piece full width heavy timber, cast stone, or brick <i>Brick is only allowed when used in arches</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Stone and wood lintels are at least 8 in. tall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Stone, wood, and brick lintels overlap the supporting jamb by at least 6 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Lintels capable of supporting a structural load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Jamb materials are natural, quarried stone, cast stone, or brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . No thin set stone, man-made thin set stone, plaster, EIFS, wood siding, Hardiboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . siding, CMU, marble, granite, fiberglass, or metal panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 17 WINDOWS				
1 . Wood material are either Alder, Oak, Poplar, Cypress, Clear Pine, Clear Cedar, Cherry, or Walnut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . No plywood, composite board, vinyl, or fiberglass present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Glazed areas contain divided lites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Surface applied muntins are at least 1/2 in. deep and 1 in. wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Glazing is clear or seeded finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . All edges are routed or carved, or applied prefinished aluminum trim with stepped profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Windows are recessed at least 6 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 18 WINDOW SURROUNDS				
1 . Window lintels are natural quarried stone, heavy timber, cast stone, terra cotta, or brick <i>Brick is present on arches only</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Stone, cast stone, wood, and brick lintels are at least 8 in. tall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Lintels appear to support a structural load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Window jambs are natural quarried stone, cast stone, or brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Window sills are natural quarried stone, cast stone, terra cotta, or brick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
6 . Windows surrounds are of compatible design to the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Scale of the window surround compatible with window "weight"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . No natural thin set stone veneer, man-made thin set stone, EIFS, wood siding, Hardiboard siding, CMU, marble, granite, fiberglass, and metal panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 19 WOOD GATES				
1 . Wood gates are either Western Red Cedar, Spanish Cedar, Cypress, Alder or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . All panels are milled lumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . All trim is milled lumber or rough cut cedar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . No plywood, composite board, Masonite, or other sheet lumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Frame thickness is at least 1 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Panel thickness is at least 3/4 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Handles have a rustic wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Hinges are exposed strap or pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Hardware finishes are oil rubbed or black iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . No hidden leaf hinges, bright brass or bronze finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Wood edges are routed, carved, or rough sawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Clear indication of joint connections is present through mortise and tenon, mechanical/wrought fastener / rivet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Clear visual of gate leaf and supporting structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 20 METAL GATES				
1 . Metal gates are solid bar (square or round), iron, ferrous wrought iron, or structural tubular steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Panels are metal plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . No aluminum, vinyl, or polymers present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Flat plate frame thickness is at least 1/4 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Structural tubular steel frame thickness is at least 1 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Infill bars/pickets are at least 1/2 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Panels are at least 1/4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Handles have a rustic wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Hinges are exposed strap or pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Hardware finishes are oil rubbed or black iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . No hidden leaf hinges, bright brass, bronze or aluminum finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Only welded or forged joints present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Finials welded to solid or tube material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 21 SOFFITS				
1 . Materials are natural quarried stone two layer stucco on solid masonry, three layer stucco on lath, plaster on solid masonry, plaster on lath, or heavy timber beams with mill tongue and groove decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Wood material is Alder, Western Red Cedar, Spanish Cedar, Cypress, or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . No thin set stone, brick, Hardiboard, CMU, marble, granite, fiberglass, or metal panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Wood beams are 4 in. x 6 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Wood decking is 1 in. x 4 in. tongue and groove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Wood beams and decking capable of supporting structural load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Soffit venting located in concealed areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 22 ROOFING				
1 . Genuine, natural clay, 2-piece Mission barrel tile present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Color blends match sample roof assembly approved by Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Maximum 6:12 slope not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . No composition roofs present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Gabled roofs present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . No hip style roofs present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . No use of dormers and cut off hips present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Mortar build up of sufficient height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
9 . Layer of tiles that match mortal build up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Pitches and orientation vary to resemble a Catalonian Village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Flat roofs are concealed behind pitched roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Flat roofs not concealed have 12 in. parapet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Parapets capped with natural or cast stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . Parapets contain appropriate flashing and counter flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 23 BUILDING CORNICES				
1 . Materials for cornices without a roof overhang are natural quarried stone, cast stone, natural clay tile, or barrel mission natural clay roof tile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Minimal use of fascia board with cornices w/o a roof overhang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . No Hardiboard, CMU, marble, granite, fiberglass, or metal panels and use of enclosed boxed cornices for cornices without a roof overhang present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Materials for cornices with a roof overhang are heavy timber beams with milled tongue and groove decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . No CMU, marble, granite, fiberglass, or metal panels, or flat soffits, or visible masonry pockets for cornices with a roof overhang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Minimal use of masonry pockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Wood beams at least 4 in. x 6 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Wood decking 1 in. x 4 in. x 3/4 in. tongue and groove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Soffit venting located in concealed areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Roof tile closures at soffit edges are mortar filled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . No plastic bird stops present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 24 AWNINGS				
1 . Enhance articulation of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Materials complement building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Respects the placement of trees and lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Canvas awnings are weather resistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Wood awning is Alder, Western Red Cedar, Cypress, Spanish Cedar, or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Wood components are milled lumber or rough cut cedar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Trim is milled, rough cut lumber, or rough cut cedar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . No Plywood, composite board, polymer fabric, and Masonite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Supporting structure is wrought iron, tubular, steel, aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Decorative wall mounted supports have rustic appearance with wrought iron spear shaped arms in a bronze or black finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Valances are straight, scalloped, or other decorative device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . No back lit awnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Compatible with opening size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 25 BALCONIES				
1 . Balconies that project over 1 ft. have a functional or ornamental support made of wood, stone, or wrought iron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Projecting balconies have a perimeter edge depth of 3 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Finish floor material is either concrete, tile, stone, or wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Stone supports and stone balustrade are natural quarried stone or cast stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Stone guardrails have natural quarried carved stone balustrade with railing or cast stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Stone balcony supports able to support a structural load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Steel grates, plate, balcony frames and supports have a rustic wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Metal components are ferrous metal or tubular steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Metal panels are iron plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Ironwork finishes are oil rubbed, dark bronze, black iron, or natural patina finish natural patina finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Iron guardrails are ornamental in style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Iron balcony supports capable of supporting structural load and have 2 in. minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
thickness / depth of structural members				
13 . No polished brass or stainless steel finishes present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress, or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Wood guardrails are crafted wood with heavy corner posts, a top rail and thinner vertical blusters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . Wood beams and decking able to support structural load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17 . No Hardiboard, CMU, or fiberglass present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 26 SHUTTERS				
1 . Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress or Mahogany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Components are milled or rough cut lumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . No sheet lumber, composite wood, cementitious trim, or Masonite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Frames are at least 1 1/2 in. in thickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Panels are at least 3/4 in. set in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Shutter hardware is wrought iron and either oil rubbed, dark bronze, black iron finish, or natural patina finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . One pull ring per shutter and mounted directly to shutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . At least two hinges per shutter and mount to stone surround or window frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . One tie-back per shutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Tie-backs are either mounted to stone wall by lag or plate, window sill stone, or hooked at the shutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . One lock per shutter and mounted directly to shutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Shutter design is either multi-paneled or board and pattern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Wood edges are routed, rough cut, carved, or have applied molding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . Clear indication of joint connections is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Window width openings under 18 in. have one or less shutter leaf to cover the window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . Window width openings over 18 in. have a pair of shutters to cover the window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17 . Shutter sizes are compatible with window size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18 . No Bermuda style shutters or louver style shutters present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19 . Surface of shutter is planar, with flat visual expression of composing lumber units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 27 GUTTERS AND DOWNSPOUTS				
1 . Made of prefinished galvanized Kynar 500 or Hylar 500 aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Dark bronze, metallic copper, or authentic copper present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Visible gutters are at least 6 in. half-round design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Downspouts are at least 4 in plain round	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Elbows and bends are at least 4 in plain round	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Joints are soldered or mechanically fastened and concealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Gutter hangers are supported by mounted strap hangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . No fascia hangers present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Wall parapet scuppers covered by decorative collection boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Fasteners are of compatible style, finish, and appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 28 FIREPLACES AND CHIMNEYS				
1 . Fireplaces and chimneys are full masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Has at least one chimney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . No use of man-made products for chimney exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Spark arrestors contained within full masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Has decorative chimney cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 29 OUTDOOR LIGHTING				
1 . Layout of proposed fixture locations present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Luminous area present (with foot-candle measurements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Type and height of light fixtures present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Type of illumination present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Overhead lighting is fully shielded and/or full-cut-off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Materials have a rustic, wrought iron appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
7 . Structural frames are ferrous metal or structural tubular steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . No polished brass or stainless steel present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . One dark sky compliant fixture present at entry façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Pole mounted, column mounted, wall mounted, and hanging fixture have minimum height of 24. in and minimum width of 12 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Ceiling surface fixtures have a minimum height of 12 in. and a minimum width of 8 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Exterior doors illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Clear or seedy glass present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . No frosted glass except as otherwise approved for street lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . No mini-fluorescent lights that are visible from public ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 30 SIGNAGE: GENERALLY				
1 . Signs that identify commercial tenants are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Signs that identify streets are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Signs that identify buildings with multiple tenants are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Stone signs are natural quarried stone or cast stone with carved lettering, numbering, and/or logos present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Metal signs are cut metal, dimensional individual letters, numbers, or logos display hand crafted qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Metal signs are brass, bronze, copper, or ferrous metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Metal finishes are oil rubbed dark bronze, black iron, or natural patina finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Sign letters are chancel letters, pierced, or laser cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Length of sign exceeds height (unless on 114 corridor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 31 SIGNAGE: TYPE 1 BUSINESS SIGNS				
1 . For buildings less than 20,000 s.f. :				
a. monument and sign area is maximum of 20 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. sign has maximum height of 4 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. sign setback is minimum of 10 ft. from public right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . For buildings between 20,000 s.f. and 125,000 s.f. :				
a. monument size is maximum of 40 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. sign area maximum is 24 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. sign has maximum height of 4 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. sign setback is minimum of 15 ft. from public right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . For buildings greater than 125,000 s.f. :				
a. monument size is maximum of 60 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. sign area maximum is 36 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. sign has maximum height of 6 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. sign setback is minimum of 15 ft. from public right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Monument signs have 2 s.f. of landscaped area for every horizontal linear foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 32 SIGNAGE: TYPE 2 BUSINESS SIGNS				
1 . Sign is maximum of 3 ft. high and 6 ft. long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Sign is parallel to the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Space between building and sign is landscaped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Sign does not block flow of pedestrian traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 33 SIGNAGE: BUSINESS GROUP MONUMENT SIGNS				
1 . For buildings between 20,000 s.f. and 125,000 s.f. :				
a. monument size is maximum of 40 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. sign area maximum is 24 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. sign has maximum height of 4 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. sign setback is minimum of 15 ft. from public right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . For buildings greater than 125,000 s.f. :				
a. monument size is maximum of 60 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. sign area maximum is 36 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. sign has maximum height of 6 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
d. sign setback is minimum of 15 ft. from public right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Monument signs have 2 s.f. of landscaped area for every horizontal linear foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 34 SIGNAGE: RETAIL FACADE SIGNS				
1 . Sign placed on façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Sign not placed above roof line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Maximum sign area is 4% of street facing façade area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . The maximum sign area is:				
a. the lesser of 180 s.f.; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. the greater of 20 s.f.; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. 4% of street facing façade area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Architecturally consistent with building it is attached to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 35 SIGNAGE: LARGE RETAIL FACADE SIGNS				
1 . Business occupies at least 25,000 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Sign placed on façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Sign not placed above roof line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . The maximum sign area is:				
a. the lesser of 260 s.f.; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. the greater of 40 s.f.; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. 4% of street facing façade area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Architecturally consistent with building it is attached to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 36 SIGNAGE: BUILDING IDENTIFICATION AND DIRECTORY SIGNS				
1 . Directory sign does not exceed 6 s.f. at each building entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Identification sign area is maximum of 24 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Sign not placed above roof line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Architecturally consistent with building it is attached to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 37 SIGNAGE: BUSINESS PROJECTING SIGNS				
1 . Sign not placed above first floor spandrel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Does not project more than 5 ft. from building façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Sign area is no more than 12 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Sign height does not exceed 3 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Sign has vertical clearance of 8 ft. above sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Has graphics on both sides of sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 38 SIGNAGE: BUSINESS AWNING SIGNS				
1 . Business is on first floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Apart of or attached to awning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Not placed above first floor spandrel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Maximum sign area is 8 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Sign has vertical clearance of 8 ft. above sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Contains some sort of graphic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 39 SIGNAGE: BUSINESS HANGING SIGNS				
1 . Business is on first floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Not placed above first floor spandrel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Perpendicular to building façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Centered in the canopy or colonnade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Does not project more than 4 ft. if suspended between two buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Maximum sign area 4 1/2 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Height does not exceed 18 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Width does not exceed 36 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Thickness does not exceed 3 in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Sign has vertical clearance of 8 ft. above sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Has graphics on both sides of sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 40 SIGNAGE: BUSINESS WINDOW SIGNS				
1 . Business is on first floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
2 . Not placed above first floor spandrel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Sign area does not exceed 12 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Sign height does not exceed 2 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Contains some sort of graphic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 41 SIGNAGE: GENERAL DIRECTIONAL SIGNS				
1 . Is a monument sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Placed within roadway landscape zone, rights of way, or any required front yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Contains words and arrows that direct vehicle traffic to generic destinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Maximum sign area is 8 s.f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Maximum height is 4 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 42 TOWERS				
1 . Tower façade is natural quarried stone, cast stone, or cut stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . No wood siding, Hardiboard siding, visible CMU, marble, granite, fiberglass and metal panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Roof material is genuine, natural clay, color fast, 2-piece mission barrel tile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Roof is either hipped, domed, or flat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . No dormers or metal roofing panels present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Stone veneer is at least 4 in. thick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . No more than 40% of one face of wall area is void	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Towers emphasize vertical composition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Corners on the first two stories reflect full depth of stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Corners on the first two stories give appearance of load bearing masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Corners are toothed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Hip ridges have mortar build up, or sufficient height, to allow field tile to butt into the mortar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . No amplified speaker system present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . No visible cell phone relays present and does not create additional architectural forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Occupied towers do not exceed 220 ft. above grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . Architectural embellishments do not exceed 25% of total building height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 43 UTILITIES				
1 . Utilities placed underground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Plumbing roof penetrations are limited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Plumbing roof penetrations not visible from public rights of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Plumbing vent piping matches roof color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Mechanical equipment and other similar items do not extend up to 20 ft. above the building height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Mechanical equipment and other similar items are screened from view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Mechanical equipment and other similar items are setback less than the height of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 44 SERVICE EQUIPMENT AREAS AND SCREENING				
1 . Loading docks, truck parking, trash collection / compaction, and other services present on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Transformers, HVAC, lift. stations, utility meters, and other equipment located at the rear of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Screened and out of view from adjacent properties and public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Screening for waste collection and loading areas resemble materials used for the principal building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Trash dumpsters have a door attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Trash dumpsters located to ensure proper drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 45 FLAGS AND BANNERS				
1 . Materials are commercial grade, weather resistant, and integral color nylon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . No non-commercial, hand-painted flags, art work or banners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Flag pole does not exceed building height by more than 15 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS
4 . Flag pole does not exceed 45 ft. in height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Flag poles on roof does not exceed 20 ft. in height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Flags meet the permitted flag size requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Banners are maximum of 3 ft. wide x 5 ft. tall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 . Banners no taller than 40% of the pole structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 . Building mounted poles are ferrous metal, with external halyard system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 . Grade mounted poles are ferrous metal, with external halyard system, and engineered foundation design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 . Wall mounted poles are ferrous metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 . Poles have compliment design and provide wind tested attachment mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 . Metal frames have rustic wrought iron appearance, tubular steel, or aluminum and a bronze or black finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 . No aluminum, spun aluminum, concrete, or fiberglass poles present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 . Flat wall mounted flags and banners are in a decorative metal frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 . No banner or flag covers any opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 46 ADDRESS NUMBERS				
1 . Tiles are frost proof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 . Address location approved by Town Fire Marshal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 . Number tiles are flush mounted into surrounding wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 . Mounting height between 3 ft. and 8 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 . Tiles are at least 3 in. in width and at least 6 in. in height per number or letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 . Address numbers or letters are at least 3 1/2 in. in height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 . Address number color and tile background highly contrasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	