

**Architectural Review Committee**  
**Site Plan Application Supplement**  
Planning Board Office  
Town of Southhold

**Checklist of Required Items (must be included in the application):**

- 2 sets of construction plans including elevations of the buildings
- Site Photographs, including the following:
  - 4 views of existing site as seen from adjacent properties and roads

**Checklist of Recommended Items (may be required at the discretion of the Planning Board)\*:**

- Site plan elements:
  - Site plan specifying grading, drainage, landscaping, parking & loading areas, signage, mechanical equipment, trash containers, retaining walls, and fences
  - Elevations drawn at minimum ¼” scale, specifying siding, windows, doors, roofing, roof mounted mechanical equipment, plumbing wall and roof penetrations, exterior lighting
- Building ornamentation details, including the following:
  - Building trim, awnings, canopies
- Material samples or specification sheets, including the following:
  - Siding, roofing, exterior light fixtures, fencing, masonry, signage types colors & sizes

**Design Guidelines for applicants and design professionals:**

The ARC has developed **preferences** for the following Architectural details:

- Natural materials rather than synthetic, especially not vinyl siding
- Windows and doors consistent with the design of the building
- Minimal view of parking from the street
- Steel buildings, when proposed, to have a roof pitch of at least 5/12
- Freestanding lighting of minimal height and directed inward
- Building mounted lighting to be shielded
- All exterior lighting compatible with dark sky friendly guidelines.  
See [www.darksky.org](http://www.darksky.org)
- Roof penetrations including plumbing vents, hidden from road
- Mechanical equipment hidden from view
- Street trees planted at intervals appropriate to the species.
- Maximum use of “Green” building materials in accordance with LEED guidelines.  
See [www.usgbc.org](http://www.usgbc.org)

**Recommended Reading :** (copies available for review in the Planning Department office)

- Barns of the North Fork by Mary Ann Spencer.
- A Field Guide to American Houses by Virginia & Lee McAllester.

\* *The Planning Board retains discretion over the level of detail a site plan must contain, to the extent allowable by the Town Code.*

October 1, 2007