



# Architecture Submission Tracker

Project name	
Submission method	<input type="checkbox"/> Online <input type="checkbox"/> Mail <input type="checkbox"/> In-person drop off
Payment method	<input type="checkbox"/> Online <input type="checkbox"/> Mail <input type="checkbox"/> In-person drop off
Payment confirmation number (Online only)	
Submitted Date:	
Approval Date:	
Completed Date:	
Submitted notice of completion date:	

## Check List

- Download the correct application form
- Collect neighbor signatures (if required)
- Complete the application form
- Attach required documentation (paint samples, plans, or material photos...)
- Attach color photos of the project area
- Pay \$200 deposit (online or by check)
- Submit the application (online, mail, or drop-off)
- After completion: Submitted Notice of Completion with photos