



COLORS AND MATERIALS BOARD SUBMITTAL REQUIREMENTS

A color and materials sample board is intended to provide the decision makers and staff a key guide to implementing project details of the architectural theme of the project. Boards are required prior to deeming a development application complete. Consult the Planning Division with any questions.

Colors and materials boards must comply with the following requirements/include the following information:

General Information

1. All boards shall be no larger than 8.5" x 11".
2. One or more boards may be necessary to reflect all proposed colors and materials for the project.
3. The legend must include the scale and description of all symbols and abbreviations used on the board.
4. Provide a title block that includes the address(es) and name of the subject project and the names/addresses of the applicant/preparers.

Material Samples and Colors

1. The board(s) shall contain actual samples of all materials proposed for the building exterior. The samples shall be no thicker than ½ inch in size. A brochure or photograph may be used if an actual materials sample is not available and if it is an accurate representation of the material to be used.
2. Exterior finish samples must show:
 - Finishes with colors for walls, fascia trim, detail materials, (tile, iron), etc.
 - Style and color of roofing material
 - Glass used for windows and doors
 - Color of window mullions
 - Accessory equipment/structures, including walls, fences and gates, signs, light fixtures and standard, outdoor furniture, etc.
3. Color paint chips with the manufacturer's name and the specific product name/number must be provided on the board for each color proposed on the project exterior. The colors must be the same as the colors used on the colored elevation plans and called out in the project's plans.