

NEW ORLEANS HISTORIC DISTRICT LANDMARKS COMMISSION  
CENTRAL BUSINESS DISTRICT HISTORIC DISTRICT LANDMARKS COMMISSION

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## Submittal Requirements for Review by the Architectural Review Committee

**Summary:** The Architectural Review Committee (ARC) is a recommending body charged with preserving, protecting and enhancing New Orleans' historic neighborhoods. The ARC is made up of appointed, volunteer, and licensed architects with extensive experience working with historic districts. The ARC reviews applications for compliance with the Guidelines of the HDLC. The ARC makes its recommendations to the Commission solely on the basis of the historical and architectural appropriateness of the proposed work.

**ARC Meetings:** ARC meetings take place once a month in the Homeland Security Conference Room located on the 8th Floor of City Hall, 1300 Perdido Street. Each applicant is scheduled for an appointment with the ARC. ARC meetings are public hearings, and all interested parties are encouraged to attend and voice their concerns. Deadline for applications is 7 business days prior to the meeting date. Staff can give you a schedule of meeting dates and deadlines, or it can be found on our website: <https://nola.gov/next/hdlc/meetings/>.

**Digital Format Requirements:** Drawings, renderings and photos to be reviewed by the ARC must be submitted digitally. Drawings must be in .pdf format and photos must be in .jpeg format. The staff can accept drawings and photos via email or uploaded to the online application.

**Neighborhood Associations:** It is strongly encouraged that all applicants meet with the relevant neighborhood associations and any adjacent property owners prior to submittal to the ARC. The staff can assist you with the contact information for neighborhood associations.

### ARC Submittal Requirements Checklist

	New Construction	Additions	Alterations
Existing Site Plan		✓	✓
Proposed Site Plan	✓	✓	✓
Existing Floor Plans		✓	✓
Proposed Floor Plans	✓	✓	✓
Existing Elevations		✓	✓
Proposed Elevations	✓	✓	✓
Existing Roof Plan		✓	✓
Proposed Roof Plan	✓	✓	✓
Context Drawing	✓	✓ *in some cases	
Sightline Study		✓ *rooftop additions	
3-D Rendering	✓	✓	

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## ARC Submittal Requirements

- Completed application form to be submitted at [onestopapp.nola.gov](http://onestopapp.nola.gov) prior to the deadline.
- One digital copy and six sets of 11x17 hard copy drawings as described below:
  - **Site Plan**, to scale, depicting:
    - Proposed layout of all structures (including property lines and adjacent streets).
    - Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, fencing, gates, mechanical equipment, etc.
    - Existing buildings adjacent to the property.
    - Any demolition of existing site features.
    - Ground floor floor plan of existing or proposed structure and how it relates to the site.
    - If a gallery over the public right-of-way is proposed, a detailed plan verifying the location of all subsurface utilities must be included.
  - **Architectural Drawings**, to scale, including all of the following:
  - **Floor Plans**, all floors, depicting:
    - Arrangement of interior spaces.
    - Locations of windows and doors.
    - Location of mechanical equipment, handrails, guardrails, and elevator penthouses.
    - For alterations to existing buildings, include both existing and proposed plans. Existing and proposed plans should be placed on the same page for comparison.
    - Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.
  - **Elevations**, all sides, depicting:
    - Proposed materials, including those for walls, roofs, chimneys, porches, windows, doors, etc.
    - Location of all mechanical equipment, exterior stairs, handrails, elevator penthouses, etc.
    - For alterations to existing buildings, existing and proposed elevations. Existing and proposed elevations should be on the same page for comparison.
    - Include documentation of existing grade/flood plain requirements, where relevant.
    - Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements.
  - **Roof Plan**, depicting:
    - Arrangement of roof pitches.
    - Locations of ventilation, penetrations, chimneys, etc.
    - Location of mechanical equipment, handrails, guardrails, and elevator penthouses.
    - For alterations to existing buildings, include both existing and proposed plans. Existing and proposed plans should be placed on the same page for comparison.
    - Where an addition to an existing building is proposed, provide existing roof plan noting any removal of existing building elements.
  - **Context Drawing**, depicting:
    - Required for all new construction and some additions.
    - The streetscape, drawn to scale, including adjacent buildings. The proposed new construction must be included in the streetscape for comparison and incorporate the required flood grade elevation.
  - **Sightline Study**, depicting:
    - Required for rooftop additions.
    - Either photographs or drawings, illustrating the massing of the proposed addition and visibility from 1000 feet on the public right -of-way in all directions, and showing not only the impact on the subject building, but also on the adjacent buildings and local Historic District as a whole.
  - **3-D Rendering**, depicting:
    - Required for all projects over 10,000 square feet, or by the request of the ARC or Commission.