

**These instructions pertain to the construction of new buildings and major additions.** Review of an application for new construction occurs in three phases: *Level 1 Review* concerns approval of the concept, *Planning Commission Review* concerns approval of the final site plan, and *Level 2 Review* concerns the approval of design details. Level 2 applications will not be processed until conditional site plan approval, at a minimum, has been granted. The HPC may review small scale construction in one hearing.

Application materials for Level 1 review are intended to provide the HPC with a general proposal and conceptual understanding of the design and its effect on the historic district. The application must address the following through drawings, photographs, and text: scale, height, massing, location, plot plan, setback, façade, footprint, roof form, and materials.

