

**Guidelines for Submittals**  
for Architectural projects to be reviewed by the  
**Vieux Carre Commission** or its **Architectural Committee**

Before any exterior work can be undertaken on any property located within the Vieux Carre Historic District, the property owner, owner's representative, lessee, architect or contractor must first make application to the Vieux Carre Commission (VCC), specifying the anticipated work and the present and proposed use and/or treatment of the property before obtaining a permit from the Commission. Applications for permits fall into three categories: general work, paint, and signs (including temporary banners), and are available the One Stop Center on the 7<sup>th</sup> floor of City Hall, 1300 Perdido Street, as well as on-line at <http://new.nola.gov/vcc/applications/>. The VCC offices are also located in the One Stop Center. Hours are 8a.m. to 5p.m., Monday through Friday, except holidays. In addition to the application forms, a great deal of general information about the VCC and its operations may also be found at the VCC's website, [www.nola.gov/vcc](http://www.nola.gov/vcc).

Based upon the nature of most work applications, it is expected that support materials will be needed to fully explain whatever work is proposed. Support materials explain through a series of illustrations, drawings, photos, plans and other documents the scope and purpose of the proposed project. The submittal should clarify all aspects of the project in detail, not only to the VCC or its Architectural Committee (AC), but also to members of the public at large who frequently have interest and attend the Commission's meetings.

Submittals need to address the extent to which the project will affect, or in any way transform the visual and/or physical character of the subject property. Also, a submittal should include any aspects or concerns of health, safety, and public welfare. After accepting a submittal, the staff will review the documents and may conduct interviews or site visits with the applicant so as to become educated and familiar with the goals of the project.

## **SUBMITTALS**

**Effective July 1<sup>st</sup> 2012, all submittals for any proposal to be reviewed by either the AC of the VCC MUST be submitted digitally. Additionally, applicants are required to submit three copies of the physical documents.**

**Proposals submitted without digitized drawings in either jpeg or pdf format will NOT be placed on the agenda. VCC staff will NOT scan documents for any proposal or applicant. NO EXCEPTIONS. The scanned materials will be required in order to process an application. Without them, the application will be returned to the applicant until all required materials are submitted as well.**

In addition to an accurately completed application, the following should be submitted:

- Documents prepared in an architectural style of presentation, sized on full-size pages measuring 24" x 36" or half size, 11" x 17"; either are acceptable.
- Bordered drawings bearing a title block containing the project name, location, name of designer/architect, date and date of revision(s).
- Application/drawings/documents clearly indicating owner of property, beneficial applicant, and the applicant if different from the owner and beneficial applicant.
- Dimensioned site plan, survey or block plats to accurately indicate property size.
- Cause for application especially if related to deficiencies or variances required (i.e. building code, ADA, NFPA regulations, etc.).
- Drawings, indicating existing conditions and proposed changes **in separate drawings**, shall:
  1. be drawn to scale and with a graphic scale indicated on each;
  2. contain a site & roof plan showing vents, skylights, mechanical equipment, etc.;
  3. contain floor plans of sufficient detail;

4. show façade and elevation(s) wherever any change is proposed along with adjacent structures to each side;
5. show thru-building sections to interpret design intent;
6. show all special details;
7. show signs; and
8. all structural drawings shall be stamped by an engineer licensed in the State of Louisiana.

Additional support materials **should** include further documents to augment that required above, such as photographs, catalogue cut-sheets, or material samples.

All aspects of work indicating any electrical or mechanical changes should be noted, including but not limited to internal venting and exhaust systems. Furthermore, all exterior lighting details, signage specifications, and/or security provisions should be delineated.

Structural drawings shall indicate all aspects of foundation work including, but not limited to, any removal of existing foundations and installation of new piers, piles, footings, grade beams and slabs. Any disturbance of subsoil conditions for the above installations or removals should be shown on the structural drawings. Structural drawings shall also indicate any necessary mitigation techniques to insure structural and aesthetic integrity of any adjacent properties. Furthermore, any interior structural modifications to any building should be submitted for review, in an effort to mitigate damage to surrounding properties. Furthermore, to insure the safety of the general public, final structural designs must be sealed by the appropriate agent, confirming that the proposed methods have been reviewed by a registered professional.

In regard to applications that also relate to proposed changes of use, and in accordance with Article 8, Section 8.1 of the 1996 Comprehensive Zoning Ordinance for the City of New Orleans, the VCC requires that all alterations related to the use change be documented with such a request, i.e. all exterior changes (as noted above) plus any interior changes such as floor plans, room arrangements, kitchen layout, handicapped restrooms, venting/exhaust systems, table arrangements, menus, descriptions of operations (hours, etc.) and so forth.

\* Please note that due to the public review process and in order to provide the Commission with complete materials for a thorough understanding of any proposal, the staff will schedule the subject property application for a hearing only after all the necessary materials have been provided.

#### **DEADLINES:**

ALL initial applications must be received by the VCC office two (2) weeks prior to the date of the meeting at which the proposal is to be considered. This applies to meetings of both the VCC and the AC. Furthermore, initial submissions must include all necessary supporting scanned materials. Without a complete submittal to review, the staff will not accept the application and will not begin scheduling for any formal review of the proposal.

For proposals subject to on-going review, with revisions or design development to be scheduled for further consideration, additional materials may be submitted up to one (1) week prior to the scheduled meeting, when such rescheduling is established by the VCC or AC.

These provisions are being followed to ensure the most effective use of time by the Commissioners, applicants, as well as the general public.