



NEW ORLEANS AND CENTRAL BUSINESS DISTRICT  
HISTORIC DISTRICT LANDMARKS COMMISSION

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1300 Perdido Street, Room 7W03  
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## ARCHITECTURAL REVIEW COMMITTEE

### SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS

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**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 days prior to the meeting date. The staff can give you a schedule of meeting dates and deadlines, or it can be found on our website: [www.nola.gov/hdlc](http://www.nola.gov/hdlc).

**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, cd, or usb.

**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:

- Completed application form.
- One digital copy and six sets of 11 x 17 hard copy drawings as described below.
  - **Site plan**, to scale depicting:
    - Proposed layout of all structures (include property lines and adjacent streets).
    - Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, fencing, gates, mechanical equipment, etcetera.
    - Existing buildings adjacent to the property.
    - Any demolition of existing site features.
    - The site plan shall show the ground floor plan 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 submitted.
  - **Architectural drawings**, to scale, including all of the following:
    - Floor Plans** (all floors including roof) depicting:
      - Arrangement of interior spaces.
      - Locations of windows and doors.
      - Locations of mechanical equipment, handrails, elevator penthouses and guardrails.
      - For alterations to existing buildings, include both existing and proposed plans.
      - Existing and proposed plans should be placed on the same page for comparison.

## Architectural drawings (continued)

- Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.

### Building Elevations (all sides) depicting:

- Proposed materials, including those for walls, roof, chimney flues, gutters and downspouts, and porches, window types,
- Location of all mechanical equipment, exterior stairs, handrails, elevator penthouses, etcetera.
- 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.

### Context Drawing depicting:

- 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.
- Required for all new construction and some additions.

- **3-D renderings**

- Optional, but strongly encouraged.

- **Physical Model**

- Required for all projects over 10,000 square feet, or by the request of the ARC or Commission.

- **Siteline Study**

- Either photographs or drawings, illustrating the massing of the proposed addition and visibility from 1000 feet on public rights -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.
- Required for rooftop additions.

## REQUIRED DRAWINGS BY PROJECT TYPE

	New Construction	Addition	Alteration
Existing Site plan		✓	✓
Proposed Site plan	✓	✓	✓
Existing Floor Plans		✓	✓
Existing Elevations		✓	✓
Existing Roof plan		✓	✓
Proposed Floor plan	✓	✓	✓
Proposed Elevations	✓	✓	✓
Proposed Roof plan	✓	✓	✓
Context Drawing	✓	✓ in some cases	
Siteline Study		✓ roof top additions only	
Scale Model <small>projects over 10,000 sq ft, or upon request by the ARC</small>	✓	✓	
3-D renderings <small>optional</small>	✓	✓	✓