

Instructions for completing the City of Keene's s Site Plan Application Form

Welcome to the City of Keene. Thank you for your interest in our community. The City of Keene's Subdivision Application form is intended to be a helpful tool for applicants during the development process. All of the instructions that you need to complete your application in a timely and accurate manner are included in the various sections of the Subdivision Application form. Before you begin filling out this application, please take a moment to familiarize yourself with the timeline on page 2. These dates are very specific, so it can be helpful to keep them in mind as you are preparing your application. It is helpful to use the Planning Board's dates as a way of organizing a project schedule. Please take the time to familiarize yourself with the sections required for completing this application form, which are:

- ❖ Basic project information (i.e. project name, address, tax parcel number, acreage, applicant information)
 - ❖ A descriptive project narrative
 - ❖ Multiple copies of the completed Application and Plan
 - ❖ An Existing Conditions Map
 - ❖ A separate Proposed Conditions Map and Development Plan
 - ❖ A Grading Plan
 - ❖ A Landscaping Plan
 - ❖ A Lighting Plan
 - ❖ Technical reports such as Drainage, Traffic, Soils, Environmental, Historic, and Architectural
- **Please refer to the application form for specifics

Completing each of the above categories can require a significant amount of time and effort. Once received, the Department will initially determine whether or not your application is ready to be accepted for review. *If you do not check off the information that is included on your plan-set, your application will not be accepted for review by Community Development staff.*

Modifications: Applicants for Modifications should submit plans relevant to what is changing in order to provide sufficient information for the Planning Board to evaluate the proposal for compliance with City Codes, the Planning Board Regulations and the Planning Board Development Standards.

If you believe any of the requirements do not apply to your application, you can request an exemption from the responsibility to submit that information. If you do not indicate that you are requesting an exemption, however, Community Development staff might find your application to be incomplete, which could delay the Planning Board's review of your application. If you intend to request a waiver from any of the Planning Board's 19 Development Standards, please indicate the specific waiver you are requesting *at the time of application submission*. Finally, please be advised that the revision deadline is intended to be the last day revisions can be accepted; to be sure that revised plans are incorporated into the Planning Board packet, please make every effort to submit revisions prior to the deadline.

The Community Development Staff looks forward to collaborating with you on developing a project that promotes Keene's unique character. If you have any questions, please feel free to contact the Community Development Department at 603-352-5440.

Sincerely,

Rhett Lamb
Community Development Director

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SITE PLAN REVIEW / MODIFICATION APPLICATION

Timeline for Site Plan review process

Responsible Party	Action	Days
A/S	<u>Pre-Submission Meeting:</u> This is an informal meeting that gives the applicant the opportunity to discuss the project with City staff and identify areas that need to be addressed in an application	33 business days prior to Planning Board meeting
A	<u>Submission Deadline:</u> Applications must be delivered by 4:00pm of business day	26 business days prior to Planning Board meeting
S	<u>Initial Completeness:</u> Community Development staff will review the application to make a determination on whether or not the application is ready to be distributed for review by all departments	24 business days prior to Planning Board meeting
S	<u>Department Review Week:</u> Reviewing departments (Community Development, Fire, Police and Engineering) use this time to review and comment on application	22 to 18 business days prior to Planning Board meeting
A	<u>Revision Deadline:</u> Community Development staff will relay to the applicant any comments and issues that have been identified with the application, and the applicant has one week to address these comments. Due to the need to publicly notice the Planning Board meeting, revisions will not be accepted after the deadline. Please submit revisions prior to deadline	14 calendar days prior to Planning Board meeting
S	<u>Planning Board Packet:</u> Community Development Department writes staff reports and compiles all information relevant to the application. This information is then distributed to Planning Board members and made available to the public	10 calendar days prior to Planning Board meeting
A/S PB	<u>Planning Board Site Visit:</u> The Planning Board and staff conduct a site visit to allow the Board to become acquainted with the property. The Site Visit is open to the public	5 calendar days (Wednesday prior to Planning Board meeting)
A/S PB	<u>Planning Board Meeting:</u> Meetings take place at 6:30 PM in the City of Keene's City Council Chambers on the fourth Monday of the month, unless otherwise noticed	0-65 days once public hearing has opened
S	<u>Decision Letters Mailed</u>	2-3 business days after Planning Board issues a decision

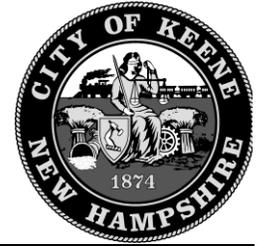
A – Applicant's Responsibility;

S – Staff's Responsibility;

PB – Planning Board

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SITE PLAN REVIEW / MODIFICATION APPLICATION



This form must be filled out in its entirety. If a box is not checked, staff will assume that the information is not provided and the application is, therefore, not complete. Incomplete applications will not be accepted for review.

A	Project Name	Date Received/Date of Submission:
	Tax Map Parcel number(s) ----- ----- -----	Date of pre-application meeting: Date Application is Complete: Community Development Dept File #: _____

Project Address:	O w n e r	PRINTED Name:
		Signature:
Address:		
Telephone\ Email:		
Acreage/S.F.of Parcel: ____ / _____	A p p l i c a n t	PRINTED Name:
Zoning District:		Signature:
		Address:
		Telephone\ Email:

Modifications: Is this a modification to a previously-approved site plan: No Yes: SPR#: ____ Date: ____

For those sections of the application that are not affected by the proposed modification to the previously approved site plan, you are encouraged to request exemptions in lieu of submitting required documents.

B Descriptive Narrative Including		
<input type="checkbox"/> Type of development	<input type="checkbox"/> Sedimentation Control	<input type="checkbox"/> Scope/scale of development
<input type="checkbox"/> Proposed uses	<input type="checkbox"/> Vegetation	<input type="checkbox"/> Parcel size
<input type="checkbox"/> Location of access points	<input type="checkbox"/> Debris management	<input type="checkbox"/> Proposed stormwater, drainage & erosion plan
<input type="checkbox"/> Any other descriptive information	<input type="checkbox"/> Disposal proposals for boulders, stumps & debris	

C A complete application must include the following

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SITE PLAN REVIEW / MODIFICATION APPLICATION

EXISTING CONDITIONS PLAN (Section IV.D.2.f.2)

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Exemption Approved, Staff Only
Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stonewalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cemeteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellar holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private roads/driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveyed lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing vehicular traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abutter names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abutter TMP number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ponds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands (identified by certified wetlands scientist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perennial streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal pools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing wooded & vegetated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contours at minimum intervals of five feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED CONDITIONS PLAN (Section IV.D.2.f.3)

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Contours at minimum intervals of five feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed contours at minimum intervals of five feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ponds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED CONDITIONS PLAN (Section IV.D.2.f.3) - continued

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Rivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perennial streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of proposed light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location & footprint of proposed fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed abutters names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed abutters TMP#s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed vegetated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing location of power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing utilities locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location & footprint of accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of storm water systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location & footprint of proposed dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing wells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing septic systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing private roads/driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing stone walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing cellar holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing cemeteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights-of-way on parcel & butting properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location & footprint of building walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GRADING PLAN (Section IV.D.2.f.4)

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Grading displayed at a minimum of 2' on contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of 25% slopes & grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakes, ponds, rivers, wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perennial streams and/or pools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveyed lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing utility & drainage easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installation & inspection notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GRADING PLAN (Section IV.D.2.f.4) - continued

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Erosion control locations & designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All public & private utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing parking lots/areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodways & 100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing wooded & vegetated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm water management structures & details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage management structures & details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed changes to wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes detailing construction timing & phasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other existing easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing public streets/driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sediment control locations and design details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note indicating presence of documentation log for all inspections activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LANDSCAPING PLAN (Section IV.D.2.f.5)

Required Items for Submittal	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Location & outline of existing wooded & vegetated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed changes to wooded & vegetated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed:			
Public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveyed lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking lots/areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveways & sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location & species of all landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting information to include			
Species width & height at time of planning (driplines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Species width & height at maturity (driplines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMPs for installing landscaping materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed table listing all species & materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table demonstrating compliance with the Zoning Ordinance's requirements for Landscaping & Design Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING PLAN (Section IV.D.2.f.6)

Location & outline of existing wooded/vegetated areas & proposed changes to outline of these areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed public streets, rights-of-way, lot lines, easements, structures, parking lots, driveways & sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of all exterior lighting fixtures with notation differentiating fixture types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut sheets for all proposed fixtures clearly indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Type of fixture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Type of bulb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Wattage of bulb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Height of fixture head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Photometric analysis on a map showing light intensity in foot candles across the site & immediately (minimum of 20ft) beyond site perimeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) An analysis of the minimum light intensity for the site in foot candles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) An analysis of the average light intensity for the site in foot candles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) An analysis of the maximum light intensity for the site in foot candles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Separate analysis for full lightning & security lighting when security lighting is proposed or required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISUAL AND ARCHITECTURAL DETAILS (Section IV.D.2.h)

Required Items for Submittal	N/A	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Detailed architectural studies & analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Items for Submittal		Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Visual appearance of all sides of proposed building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural elevations of all sides for proposed building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Façade length & height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed finishes & colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations must be submitted in the following quantities:				
3 color copies on D-size paper (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNICAL REPORTS (Section IV.D.2.g)

Required Items for Submittal	N/A	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Drainage report prepared by a licensed NH engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic report prepared by licensed NH engineer, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated peak volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily peak hour of vehicles entering & existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of service analysis for intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck travel plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of impacts to safety & capacity of City of Keene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident analysis for all road segments & intersections potentially affected by development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily peak hour traffic counts for all intersections within ½ mile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated traffic volume distribution for vehicles entering & exiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils report prepared by a licensed NH engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of all test pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrock within 48" of ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poorly drained soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly erosive soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL TECHNICAL REPORTS (Section IV.D.2.g)

The Planning Board may request additional technical studies from the Applicant; including, but not limited to, Natural Heritage Documentation, Historic Evaluation, Screening Analysis, detailed Architectural Study.

Waivers from the Planning Board's 19 Development Standards? Y N

(If yes, please provide a detailed list in the space below.)

The Planning Board Development Standards are to be met for all applications. Please review the development standards and provide a brief narrative description for how your application addresses each and/or indicate where on the plan or in the application proof of compliance can be found. Applicants can either supply the information in the space provided, or attach a brief narrative (use of a separate sheet is recommended).

1) Drainage:

2) Sedimentation & Erosion Control:

3) Hillside Protection:

4) Snow Storage & Removal:

5) Flooding:

6) Landscaping:

7) Noise:

8) Screening:

9) Air Quality:

10) Lighting

11) Sewer & Water:

12) Traffic:

13) Driveways

14) Hazardous & Toxic Materials:

15) Filling & Excavation:

16) Wetlands:

17) Surface Waters:

18) Stump Dumps:

19) Architecture & Visual Appearance: