

City of University Heights
A R B Application

Address or Parcel # _____

Description of Project: _____

I, the undersigned, am requesting to be placed on the agenda of the Architectural Board of Review. The Architectural Board of Review's purpose is to regulate, according to architectural principles, the design, use of materials, finished grade lines and orientation of all new buildings, and to assure that the appearance and aesthetics of building exteriors reasonably conform to city standards found in the area of the proposed building or additions to an existing building.

I, the Applicant, by signing below, hereby agree to follow specifically the plan submitted to and approved by the Architectural Board of Review and do agree to construct said building(s) or addition(s) as depicted on said approved plans.

I fully understand that any change or alteration of the approved plans (window placement, change of roof line, change of architectural detail, etc.) requires a resubmission to the Architectural Board of Review, prior to any change being made on the job site.

I also understand that if I violate the law and deviate from the approved plans, the City has the right to issue a "Stop Work Order" until the matter is resolved to the satisfaction of the City.

Please check one of the following:

Homeowner Architect Contractor

Filing Fee: \$100.00 (non-refundable)

Cash Check Check # _____ Amount _____ Receipt # _____

Signature of Applicant: _____ Date: _____

Telephone number(s): _____

Requirements for A R B Meeting

Residential

1. Cut off date is **two weeks** before the meeting date.
2. Completed ARB application and fee must be submitted to the Building Department no later **two weeks** before the meeting date.
3. Owner and/or Applicant must attend the Meeting.
4. If adding on to an existing building, please provide photos of existing building from all four sides.
5. Provide photos of the building or structures on either side of your building.
6. One complete set of drawings.
7. A color board and/or materials board of items being used, if possible.

Commercial

1. Cut off date is **two weeks** before the meeting date. Completed ARB application and fee must be submitted to the Building Department no later than **two weeks** before the meeting date.
2. Three sets of drawings must be submitted to the Building Department at least one week prior to the A R B meeting.
3. Owner and/or Applicant must attend the meeting.
4. Provide photos pertaining to the project.
5. A color board and/or materials board of items being used, if possible.

The Architectural Review Board convenes monthly.

The next meeting date is _____, at 8:00a.m., in Council Chambers at City Hall.