



## ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

*(please print)*

Address or Parcel # \_\_\_\_\_

Description of Project \_\_\_\_\_

Please check one:    ☐ Homeowner    ☐ Architect    ☐ Contractor

Filing Fee: \$100.00 (non-refundable)

I, *THE UNDERSIGNED*, am requesting to be placed on the agenda of the Architectural Review Board (ARB). The ARB'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 ARB 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 ARB, 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.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

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*For Office Use Only*

Amt. Paid \_\_\_\_\_ ☐ Cash    ☐ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

## Requirements for ARB Meeting

### Residential

1. Cut off date is **two weeks** before the meeting date.
2. Completed ARB application, three sets of drawings and \$100.00 fee (cash or check only) must be submitted to the Building Department no later than **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. A color board and/or material board of items being used, if possible.

### Commercial

1. Cut off date is **two weeks** before the meeting date. Completed ARB application, three sets of drawings and \$100.00 fee (cash or check only) must be submitted to the Building Department no later than **two weeks** before the meeting date.
2. Owner and/or Applicant must attend the meeting.
3. Provide photos pertaining to the project.
4. A color board and/or material 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.

Revised 4-29-15