



ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Application Fee: \$100.00 (non-refundable)
(PLEASE PRINT)

Name of Homeowner: _____

Name of Applicant/Company: _____

Email for Homeowner or Applicant: _____

Description of Project: _____

Please check one:

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 # Cell Phone #

For Office Use Only

Amt. Paid _____ ☐ Cash ☐ Check # _____ ☐ Credit Card Receipt# _____
Form Updated: 05/26/2022

Requirements for ARB Meetings

The Architectural Review Board meets monthly on the second Thursday of the Month, unless noted otherwise.

Residential & Commercial

1. Cut-off date to submit application is **two weeks** before the meeting date (**the LAST THURSDAY of every month**)
2. Complete the Building Permit Application and ARB Meeting Application
 - Seven (7) sets of drawings/plans/renderings AND Email PDF copy to Kthomas@universityheights.com
 - \$100 non-returnable fee
 - Pictures of existing house/building or structure showing all four sides
 - Pictures of neighboring houses/buildings or structures
 - Color board and/or material boards of items being used, if possible
3. **Applicant and/or Owner must attend the meeting**