

**APPLICATION**  
**ARCHITECTURAL BOARD OF REVIEW/SIGN REVIEW BOARD**  
**BOARD OF BUILDING STANDARDS**

Property Address \_\_\_\_\_ Business Name \_\_\_\_\_

Owner Name & Phone \_\_\_\_\_ Owner Address \_\_\_\_\_

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

**Incomplete or Late Applications will not be Accepted.** (See calendar on page 2 for deadlines)

**ACTION REQUESTED** (Check all that apply)

     **Architectural Board of Review – (Commercial \$50.00, Residential \$25.00)**

Examples: Modifications to the exterior of a building, new construction, commercial landscaping, installation or modification of fencing, parking lot modification. See Building Code Chapter 1327 for complete regulations.

     **Sign Review Board – (\$25.00)**

New signs and modifications, replacement or upgrades to existing sign. See Chapter 1329 for sign regulations.

     **Board of Building Standards – (\$25.00)**

All requests for variances to the Building Code. See Building Code Chapter 1327 for complete regulations.

**Submission Requirements:**

**Architectural Board of Review: 1-7, 9, 10      Sign Review Board: 1-4, 6, 8, 9, 10      Board of Building Standards: 1 -5, 9, 10**

1. A detailed written description of the request signed by the applicant/owner.
2. Letter of Authorization from property owner, if different from the applicant.
3. A scaled site plan detailing elements of the proposal and showing adjacent properties and uses. (3 copies, 8.5 x 11)
4. Photos of the existing conditions.
5. Scaled elevations, sections and perspectives of proposed building improvements. (3 copies color, 8.5 x 11)
6. Material samples.
7. Manufacturer’s cut sheets for lighting, fencing and any other architectural element. (3 copies color, 8.5 x 11)
8. Scaled and dimensioned drawings of all signage including location, colors and materials. (3 copies color, 8.5 x 11)
9. Authorization for Property Access signed by the Owner. (Pg. 2 of this application form)
10. Fee(s)

Applicant Name (Print Clearly): \_\_\_\_\_ Company \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Application Reviewed and Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

File History: \_\_\_\_\_

Bldg. Dept. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION FOR PROPERTY ACCESS

(In signing this application,) I authorize members of the City's Building Department and Planning and Development Department access to my property for the limited purposes of photographing and verifying location and dimension of the area affected by my Architectural Board of Review/Sign Review Board/Board of Building Standards applications and requests. A landlord of a single tenant structure must provide the written consent of the tenant. The City employee will, in case of one, two or three tenant structure, attempt to notify those residing on the property immediately prior to coming onto the property. In the case of a multi-tenant structure, the City employee will notify the building manager.

Any dog(s) on property? \_\_\_\_\_Yes \_\_\_\_\_No

**Please Print or Type:**

Owner/Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner/Agent Phone: \_\_\_\_\_

Tenant Name \_\_\_\_\_ Tenant Phone \_\_\_\_\_

\_\_\_\_\_  
Owner/Agent Signature

### 2012 Calendar

Architectural Board of Review/Sign Review Board/Board of Building Standards

Month	Application Deadlines Noon		Pre-Review Meeting 4:00 PM - Lower Conference Room		Review Meeting 5:30 PM - Auditorium	
January	Wednesday	12-28-11	Thursday	01-05-12	Thursday	01-12-12
February	Wednesday	01-25-12	Thursday	02-02-12	Thursday	02-09-12
March	Wednesday	02-22-12	Thursday	03-01-12	Thursday	03-08-12
April	Wednesday	03-28-12	Thursday	04-05-12	Thursday	04-12-12
May	Wednesday	04-25-12	Thursday	05-03-12	Thursday	05-10-12
June	Wednesday	05-30-12	Thursday	06-07-12	Thursday	06-14-12
July	Wednesday	06-27-12	Thursday	07-05-12	Thursday	07-12-12
August	Wednesday	07-25-12	Thursday	08-02-12	Thursday	08-09-12
September	Wednesday	08-29-12	Thursday	09-06-12	Thursday	09-13-12
October	Wednesday	09-26-12	Thursday	10-04-12	Thursday	10-11-12
November	Wednesday	10-24-12	Thursday	11-01-12	Thursday	11-08-12
December	Monday	11-28-12	Thursday	12-06-12	Thursday	12-13-12

**PLEASE NOTE:** Applications are submitted to the Building Department. It is recommended to submit them **prior to** the application deadline to review applications. Applications are due before **noon** on the dates indicated above. This will allow the Building Department to review the applications for completeness. **Late or incomplete applications cannot be accepted.**

**Pre-Review Meetings** start at **4:00 P.M.** in the **lower level conference room** of Lakewood City Hall.

**Review Meetings** will commence at **5:30 P.M.** in the **Auditorium** of Lakewood City Hall located at 12650 Detroit Avenue unless otherwise indicated. You or your representative **MUST** attend the review meeting in order for an application to receive review. Please use the western entrance.