

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

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)

Board of Building Standards – (\$25.00)
All requests for variances to the Building Code. See Building Code Chapter 1327 for complete regulations.

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.

Submission Requirements:

Board of Building Standards: 1 -5, 9, 10 Architectural Board of Review: 1-7, 9, 10 Sign Review: 1-4, 6, 8, 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. (1 copy, 8.5 x 11)
4. Photos of the existing conditions.
5. Scaled elevations, sections and perspectives of proposed building improvements. (1 copy color, 8.5 x 11)
6. Material samples.
7. Manufacturer's cut sheets for lighting, fencing and any other architectural element. (1 copy color, 8.5 x 11)
8. Scaled and dimensioned drawings of all signage including location, colors and materials. (1 copy 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: _____

ORD. _____ SECTION _____

