



**REQUEST TO APPEAR BEFORE THE ARCHITECTURAL  
 REVIEW BOARD**

Meetings are held on the third Wednesday of each month at 6:00 p.m. Application and plan submission is required thirty (30) days in advance of the meeting date.

FILING FEE: \$100.00 (check only, made payable to the Village of Glenwillow)

APPLICANT OR AGENT: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

BUSINESS NAME (if applicable): \_\_\_\_\_

APPLICANT'S EMAIL: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

NATURE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: .....

REQUIRED SUPPORTING INFORMATION ON PAGE 2----->

## SUPPORTING INFORMATION

### **RESIDENTIAL APPLICATION**

1. Documents describing the construction of the project including (if applicable): Front, side and rear elevations, foundation plan, floor plan, sectional view. Electrical, mechanical, and plumbing facilities.
2. Description of the materials and images of the colors.
3. Photographs of the main structure and area to be modified in the case of exterior alterations and additions.

### **NON-RESIDENTIAL APPLICATION**

1. Documents describing the construction of the project including (if applicable): Front, side and rear elevations, foundation plan, floor plan, sectional view. Electrical, mechanical, and plumbing facilities.
2. Description of the materials and images of the colors.
3. Photographs of the main structure and area to be modified in the case of exterior alterations and additions.
4. Display boards including the color renderings of the elevations and a sample board of the materials will be required for the meeting

All applications shall be submitted via a digital format to [bthomas@glenwillow-oh.gov](mailto:bthomas@glenwillow-oh.gov) and [buildingadmin@glenwillow-oh.gov](mailto:buildingadmin@glenwillow-oh.gov) unless otherwise advised that paper copies are required.