

**VILLAGE OF GLENWILLOW
ARCHITECTURAL REVIEW BOARD
APPLICATION**

29555 Pettibone Road, Glenwillow, OH 44139
(440) 232-4380 (440) 232-4381 Fax

Mayor: Mark A. Cegelka

Building Commissioner: **Robert A. Rodic**

ARCHITECTURAL REVIEW BOARD

Meetings Are Held On the 3rd Wednesday Of Each Month @ 5:30 P.M.

All Items Must Be Submitted Four (4) Weeks Before the Day of the Meeting

**Scope and Nature of
Request:** _____

Date of Meeting Requested _____ **Date of Application** _____

OWNER _____

LOCATION _____

BUSINESS NAME _____

ADDRESS _____

APPLICANT _____

EMAIL _____

PHONE _____ **FAX** _____

ACTION REQUESTED _____

ACTION OF ARCHITECTURAL REVIEW BOARD

(A) MOTION TO:

(B) Request Granted ()

(C) Request Denied ()

(D) OTHER ACTION: _____

VILLAGE OF GLENWILLOW

ARCHITECTURAL REVIEW BOARD APPLICATION

INSTRUCTIONS

RESIDENTIAL APPLICATION REQUIREMENTS

- Completed Application and filing **fee of \$100.**
- Submission of eight **(8)** sets of construction documents. New Dwellings and other larger projects require three **(3)** sets of full-size construction documents and five **(5)** sets in **8.5 x 11 inch** format.
- Provide colored elevations of proposed new structure and photographs of exterior examples owner is using to convey the design intent. Digital images to be provided in **PDF or JPG format** to be distributed electronically and color prints to be brought to the meeting.
- Photographs of the existing structure in the case of additions and alterations. For new construction, photographs are required of the properties on either side of the new construction.
- New construction requires the submission of four **(4)** topographical plans and a **\$500 deposit** for topographical review.

COMMERCIAL / INDUSTRIAL APPLICATION

- Completed Application and filing **fee of \$100.**
- Submission of eight **(8)** sets of exterior elevations and floor plans; three **(3)** sets of full-size plans and five **(5)** sets of colored elevations and black & white floor plans in **11 x 17 inch** format. Exterior elevations to show material color, type and height measured from finish first floor.
- **ONLY DISPLAY BOARDS** will be presented at the meeting; **NO PROJECTION** is available.
- Twelve **(12)** sets of **detailed site plans** including **Landscape plans**. Landscape plans must show existing landscape to remain, existing to be removed and proposed new landscaping with tree and plant schedules.
- Photographs of the existing structure in the case of additions and alterations.
- Provide digital images of material samples board and color renderings in **PDF** format to be distributed electronically. Actual samples board and color renderings to be brought to meeting.