

Architectural Review Board Application for Proposed Work

City Ordinance requires that all applications
for proposed work in historic districts include the following information:

Date of Application: _____ Date Received: _____

Address of Property: _____

Name of Owner: _____

Owner's Address: _____

Name of Applicant: _____ Owner Owner Representative

Applicant's Address: _____

Applicant's Phone Number: _____

Refer to the Checklist on the back of this application for requirements for specific work items to be performed. Refer to the Review Board Guidelines for assistance with appropriate treatment for structures in Mobile's Historic Districts. Staff is available to assist with application preparation. For large projects, such as new construction or substantial additions or renovations, consultation with staff is strongly encouraged. NOTE: Incomplete applications will not be placed on the Review Board Agenda.

Describe the Proposed Work: _____

Does the proposed work involve demolition? Yes No If Yes, attach a completed Demolition Application.

Does the proposed work involve signage? Yes No If Yes, attach a completed Sign Application.

Will the proposed work require the removal of any trees from the site? Yes No

If yes, attach a detailed site plan showing all trees and landscaping that will be removed and contact the Urban Forester at 208-7091 for Tree Permitting Requirements.

Attach two (2) sets of plans: 1 set large scale and 1 set 11"x17" reproducible,

and one (1) set of photographs to the application.

A \$15 application fee is due upon filing.

A sign will be placed in the front yard of the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

**Circle the Categories (A-E) Below Which Best Represent Your Request
Use the Following Checklist to Ensure a Complete Application**

A. FOR NEW CONSTRUCTION, ADDITIONS, OR FOR EXTENSIVE RENOVATION OR REPAIR TO EXISTING STRUCTURES

1. Two sets of scaled drawings which shall include:
 - a. A site plan illustrating location, with dimensions, required setbacks, landscaping and other site facilities;
 - b. A floor plan, with dimensions, as it impacts the exterior of the building;
 - c. A drawing, with dimensions, of all affected exterior elevations;
 - d. Notes describing materials to be used on the exterior (i.e. walls, roof, trim, cornice, windows, etc.) In some cases, sample materials may be required.
 - e. Detailed drawings or photographs of any decorative architectural details (i.e. columns, balustrades, modillions, etc.)
 - f. Paint samples and plan keyed to location of each color.
2. Photographs of the subject property to be worked on and surrounding buildings are required.
 Subject Property photographs
 Surrounding Buildings photographs

B. FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS

For work which includes changes to the exterior of existing buildings, the following is required:

- a. Elevations
- b. Floor plans
- c. Photographs of each face of the building to be renovated with details of the areas of work.

C. EXTERIOR PAINTING

Period color schemes are encouraged. However, other colors may be acceptable. Submit color samples for: main body color
 trim or decorative features
 accent areas, such as lattice shutters, porch deck, etc.

D. FENCES, DRIVES AND GATES

- a. A drawing or photograph of the type of fence, wall or gate with the height and scale noted.
- b. A site plan, with dimensions, showing the placement of any proposed change to the property as it relates to property boundaries and all other building or site facilities.
- c. A description of the materials to be used.
- d. Paint samples, if the fence, wall or gate is to be painted.

**For demolition of existing structures, either historic or non-historic, submit a Demolition Application.
For Signage Requests, submit a Sign Application.**

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA