

# Architectural Review Board Application For Proposed Work in Mobile's Historic Districts

Date of Application: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

Cost of Project (Required): \_\_\_\_\_ Fee Paid:  \$\_\_\_\_\_ Check #: \_\_\_\_\_

|                                                                                                                                                               |
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| <p><b>Name of Owner:</b> _____</p> <p>Owner's Address: _____</p> <p>Owner's Email: _____ Owner's Telephone: _____</p> <p>Other Contact Information: _____</p> |
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| <p><b>Owner's Representative Name:</b> _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Email: _____ Telephone: _____</p> <p>Other Contact Information _____</p> |
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Describe the Proposed Work:

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**SEE NEXT PAGE**

Does the work involve demolition of a structure? \_\_\_ **No** \_\_\_ **Yes**, attach a Demolition Application.

Does the proposed work involve signage? \_\_\_ **No** \_\_\_ **Yes**, attach a Sign Application.

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

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: one large scale set and one 11"x17" reproducible set,**
- **Also attach one set of photographs to the application.**
- **If available, electronic plans should also be submitted as a TIFF or PDF.**

**A \$15 application fee is due upon filing. Check should be made out to the City of Mobile.**

**Refer to the following Checklist 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. Unless an applicant asks the staff to review an application upon submittal, the application will not be examined until after the agenda deadline. Any incomplete applications may be held until all information is submitted.

**Staff Reports:** The MHDC Staff will review your application and generate reports that will be placed with the agenda on the web site one week before the meeting. These may be found at <http://www.mobilehd.org/meetings.php>. Please examine these and be prepared to discuss any issues at the Board meetings. Questions before the meeting should be addressed to the staff of the MHDC.

**Alterations to Approved Plans:** A new application must be submitted for changes to the approved plan. Minor alterations may be approvable by staff.

**Historic Markers:** The Architectural Review Board examines applications based on its adopted guidelines for historic preservation. These are based on a minimal standard set by the City and the State. Historic markers are awarded by the Mobile Historic Development Commission based on a higher standard of review. Approval by the ARB does not guarantee approval for a historic marker. If the desire is to qualify for a marker, please inform the Board and it will attempt to guide you toward the higher goal.

**Conflicts of Interest:** ARB members sit as a quasi-judicial body. All its deliberations must be made in an open meeting. It is illegal for a Board member to discuss an application outside of a meeting with anyone but staff. Conflicts of interest, if any, will be disclosed at the meeting.

**Public Notice:** A sign will be placed in a conspicuous location on 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.

- **For demolition of existing structures, either historic or non-historic, submit a Demolition Application.**
- **For Signage Requests, submit a Sign Application.**
- **For removal of trees, contact the Urban Forester.**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA**

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**Use the Following Checklist to Ensure a Complete Application**  
**Complete each box that applies**

**NEW CONSTRUCTION, ADDITIONS, OR EXTENSIVE RENOVATION/REPAIR TO EXISTING STRUCTURES**

1. **One large set and one 11 x 17 (reproducible) set of scaled drawings which shall include:**
  - a.  A complete site plan illustrating the proposed construction, its location, with dimensions, required setbacks, landscaping and other site amenities;
  - b.  Floor plans, with dimensions, as they impact the exterior of the building, including existing plan and proposed plan;
  - c.  Square footage of the original building with square footage of all additions including the proposed addition;
  - d.  A drawing, with dimensions, of all affected exterior elevations;
  - e.  Notes describing all exterior materials (i.e. walls, roof, trim, cornice, windows, etc.) Sample materials may be required in some cases (consult with staff);
  - f.  Detailed drawings or photographs of all decorative architectural details (i.e. columns, balustrades, modillions, etc.);
  - g.  Paint samples and plan keyed to location of each color. (See below)
2. **Photographs of the subject property to be worked on and surrounding buildings are required.**
  - Subject Property photographs
  - Surrounding Buildings photographs

**FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS**

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

1.  Elevation drawings
2.  Floor plans
3.  Photographs of each face of the building to be renovated with details of the areas of work.

**EXTERIOR PAINTING**

Period color schemes are encouraged. However, other colors may be acceptable. Submit name and color samples for:

- \_\_\_\_\_ Manufacturer
- \_\_\_\_\_ main body color
- \_\_\_\_\_ trim or decorative features
- \_\_\_\_\_ porch deck
- \_\_\_\_\_ accent areas: lattice, shutters, etc.
- \_\_\_\_\_ other areas

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**FENCES, DRIVES AND GATES**

- 1. \_\_\_\_ A drawing or photograph of the type of fence, wall or gate with the height noted.
- 2. \_\_\_\_ 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.
- 3. \_\_\_\_ A description of the materials to be used.
- 4. \_\_\_\_ Paint samples, if the fence, wall or gate is to be painted.

The office of the MHDC can provide sample plans for garages, carports and outbuildings. These are generally acceptable for most domestic sites. Note: These are for design purposes only and are not suitable as construction drawings.

**CONFLICTS WITH OTHER CITY DEPARTMENTS**

The Architectural Review Board examines applications solely on the basis of impairment to the historic character of a building or neighborhood. Approval by other City Departments may consider other aspects of a project such as safety. When multiple regulations are in conflict, generally the most restrictive applies. Also, though the staff and Review Board try to inform applicants of possible conflicts, they may not be aware of all the implications of a request. Therefore, the property owner should clear all requests with the appropriate departments.

**Place Additional Information Here**

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**Mobile Historic Development Commission, 205 Government Plaza, Second Floor South Tower,  
Mobile, Alabama**  
Mail to: MHDC, P.O. Box 1827, Mobile, AL 36633-1827  
Phone: (251) 208-7281  
[www.mobilehd.org](http://www.mobilehd.org)  
[arb@cityofmobile.org](mailto:arb@cityofmobile.org)