APPLICATION FOR ADMINISTRATIVE PLANNING/ARCHITECTURAL REVIEW*
(PLEASE PRINT)

* THIS APPLICATION IS ONLY TO BE USED FOR EXTERIOR ALTERATION PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT, BUT DO REQUIRE PLANNING AND/OR ADMINISTRATIVE ARCHITECTURAL REVIEW (i.e. retaining/decorative walls less than 4-feet in height (including the footing) not located in a front yard area, a change/increase in impervious coverage, landscape revisions, changes in exterior materials (driveways, siding, windows, etc.). If the project you are applying for herein has received formal approval by the City’s Architectural Review Board, the $85 application fee (referred to below) is waived.

☐ $85.00 application/review fee must accompany this application.
☐ Subdivision Trustee or Condominium Association approval, if applicable (unless already provided)
☐ Two (2) plan sets to include photos of existing & renderings (preferably in color) of proposal for comparison purposes, site plan/survey (existing and proposed depicting coverage calculations), material specifications, elevations (feel free to submit additional documentation that will aid staff in their review)

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Project Address: __________________________________________________________ Suite/Unit ___________ (REQUIRED)
☐ Residential  ☐ Commercial /  is the property located in the flood plain: ☐ Yes  ☐ No

Project Description: ______________________________________________________________________________

___________________________________________________ ____________________________________________

Applicant’s Name __________________________________ _______________________________________________
Applicant’s interest in property: ☐ Owner  ☐ Contractor  ☐ Design Professional  ☐ Other _________________
Applicant’s Phone (_____) ________________________ Alternate Phone (_____) _______________________
Applicant’s Address ________________________________________________________________
City ____________________________ State _______ Zip Code ___________ Phone (_____) ____________________
Applicant’s E-Mail Address ____________________________________________

Property Owner’s Name (if different than applicant) ____________________________
Owner’s Address _____________________________________________________________
City ____________________________ State _______ Zip Code ___________ Phone (_____) ____________________
Owner’s E-Mail Address _______________________________________________________

Occupant Name & Contact Information: ______________________________________________________

Design Professional Name & Contact Information: ____________________________________________

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APPLICATION FOR ADMINISTRATIVE PLANNING/ARCHITECTURAL REVIEW (continued)

Contractor _______________________________________________________________________________________

Contractor’s Address __________________________________________________

City ____________________________ State _______ Zip Code ___________ Phone (_____) ____________________ 

Contact Person’s Name ________________________________________________

Contact Person’s Phone Number & E-Mail Address _______________________________________________

Has this project received Plan Commission/Architectural Review Board Approval: ☐ Yes Date: __________ ☐ No ☐ N/A

________ (Initial) I certify that the submitted plans accurately reflect the plans that were approved by the Plan Commission/Architectural Review Board and all changes have been clouded and note referenced.

Has this project received approval for a variance: ☐ Yes Date: __________ ☐ No ☐ N/A

Subdivision/Condominium Name ____________________________________________

Subdivision Trustee/Condominium Association Approval: ☐ Yes – Copy Attached ☐ No ☐ N/A

Project narrative and specific location on building or site ____________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Realistic cost of project: $ _______________________ 

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above.

Signature __________________________________________ Date __________

Please Print Name _______________________________ _______________________________________________