

**Montgomery Architectural Review Board
Application for Proposed Work**

Montgomery City Ordinance (Section 15-126) requires the Architectural Review Board (ARB) to review any proposed property alterations, including restoration, new construction, or demolition in local historic districts prior to beginning work on a project.

Date of Application: _____ Date received (Staff Use): _____

Address of Property: _____

Name of Owner: _____

Owner's address: _____

City, State, Zip: _____

Name of applicant: _____ Owner Owner Representative

Applicant's address: _____

City, State, Zip: _____

Applicant's phone number: _____ Applicant's Email address: _____

Estimated project cost (for state reporting purposes only): _____

Refer to the **Checklist** on the back of this application for the requirements for specific work items to be performed. Refer to the ARB Design Guidelines for assistance with appropriate treatment for structures in Montgomery's Historic Districts. Staff are available to assist with application preparation. For large projects such as new construction or substantial renovations or additions, consultation with staff is strongly encouraged. **Note: Incomplete applications will not be placed on the ARB 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 complete a Tree Removal application. *Consultation with the Urban Forester is strongly recommended.*

All submissions must include photographs of the property from the street and the project area. For projects involving new construction, additions, fences, drives, extensive landscaping, or major renovations, site plans are required.

A sign will be placed in the front yard of the property prior to the ARB meeting to notify surrounding property owners of a pending application. Attendance at the meeting is **required** by the applicant or a representative for the ARB to consider the request.

If the proposed work is not visible from the public right-of-way, will you give permission for City Staff to enter the property to take any additional photos necessary for the meeting? Yes _____ Initial No

As the owner/applicant of the property in a historic district, I understand any incomplete information may result in a delay of my request for review by the Architectural Review Board.

Signature of Applicant: _____ Date: _____

Date of Hearing: _____ at 5:30 p.m. in City Council Auditorium, City Hall, 103 N Perry Street

FOR NEW CONSTRUCTION (INCLUDING OUTBUILDINGS), ADDITIONS, OR FOR EXTENSIVE RENOVATION OR REPAIR TO EXISTING STRUCTURES

1. Scaled drawings which shall include:
 - a. _____ A site plan illustrating project location, with dimensions, required setbacks, landscaping, trees, and other site facilities (i.e., proposed fences, accessory buildings, parking facilities, exterior lighting, signs, etc.).
 - 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, doors, etc.).
In some cases, sample materials may be required.
 - e. _____ Detailed drawings or photographs of 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 and surrounding buildings are required:
 - a. _____ Subject property photographs.
 - b. _____ Surrounding buildings photographs.
3. Moving an older house into a locally designated historic district shall be treated by the ARB as new construction and thus subject to the same criteria (see 1. and 2., above) and standards (see ARB design guidelines) as new construction.

FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS

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

1. _____ Elevations.
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, and the ARB has pre-approved a color palette. However, other colors may be acceptable.

1. Submit color samples for:
 - a. _____ Main body
 - b. _____ Trim or decorative features
 - c. _____ Accent areas (such as shutters, foundation walls, etc.)
2. _____ Photographs of the building

FENCES, DRIVES, AND GATES

1. _____ A drawing or photograph of the type of fence, wall, or gate with height and scale noted
2. _____ A scaled site plan, with dimensions, showing the placement of any proposed fence, drive, or gate and any change to the property as it relates to property boundaries, all other building or site facilities, and trees, on the lot.
3. _____ A description of the materials to be used.
4. _____ Paint samples if the fence, wall, or gate is to be painted.
5. _____ Photographs of street view and proposed location of fences, drives, and gates.

- **For demolition of existing structures, whether contributing or non-contributing, submit a Demolition Application.**
- **For signage requests, submit a Sign Application; include rendering with lettering, size, color, sign support(s), and lighting.**
- **For tree removals, submit a Tree Removal Application.**

Note: Incomplete applications will not be placed on the ARB Agenda.

Staff use:

	Required		Attached		Required		Attached
Site plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	Sign application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Color Samples	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	Demolition application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Photographs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	Tree removal application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Roof samples	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>				

Zoning _____

Will any variance be required from the Board of Adjustment? Yes No

If yes, type of variance(s): _____