

ARCHITECTURAL REVIEW BOARD APPLICATION
VILLAGE OF BROOKLYN HEIGHTS

Date: _____

PROJECT ADDRESS: _____

Owner/Applicant/Developer: _____

Address: _____

City _____ **State** _____ **Zip Code** _____ **Phone #** _____

Architect/Designer: _____

Address: _____

City _____ **State** _____ **Zip Code** _____ **Phone #** _____

Contact Name: _____

Summary of Project/Development for Review

Signature of Owner/Applicant/Developer

Date Signed

Print Name and Title

Phone Number

REQUIRED SITE PLAN DATA & ARCHITECTURAL DRAWINGS

The following items must be submitted with the application in order to be reviewed (the application will be reviewed and placed on the agenda for review by the ARB once the application is deemed complete):

- 6 copies of relevant drawings including existing structures, proposed structures, all setbacks and lot dimensions, driveway access location, all easements.
- 6 copies of architectural plans drawn of each level, basement, first, second floor of each building type, roofs and any accessory structures on the site such as garages, retaining walls, etc.
- All commercial drawings must have architectural stamp and seal
- All materials used must be brought to meeting including all exterior coverings, samples of brick, siding, roofing materials, etc.
- Applicant or representative must be present at the scheduled meeting

Applicant Signature: _____ Date: _____

**Architectural Review Board meets the 2nd Wednesday of each month at 8:30 a.m. at the
Village of Brooklyn Heights, 345 Tuxedo Avenue, Brooklyn Heights, Ohio 44131**

Architectural Review Board – FILING FEE \$90.00/RESIDENTIAL

FILING FEE \$100/COMMERCIAL & INDUSTRIAL

Received by: _____ Check No. _____