

FILING INSTRUCTIONS FOR
ARCHITECTURAL DESIGN REVIEW BOARD
APPLICATIONS

- A covering letter addressed to the ADRB describing the proposed work serves as the Application.
- Consent letter from owner.
- The original and seven (7) copies of the letter(s) and all attachments (outlined below) must be folded and collated into eight (8) complete sets.

SIGNS:

- Application letter and consent letter from the building owner.
- Detailed drawing of sign(s) showing all dimensions, materials, colors and lighting with catalogue cut sheets.
- Elevation(s) and/or photographs of building indicating sign placement and width of building or storefront.

BUILDINGS and DWELLINGS:

- Application letter and consent letter from owner.
- Scale drawings including survey, plot plan, floor plans, elevations, sections, details, finishes, colors, lighting and catalogue cut sheets.
- Landscape plan, when applicable.
- Include photographs of subject building/dwelling and adjoining properties.
- Samples of all materials to be brought to meeting.

FEES:

Commercial signs	\$ 250.00
Building additions/alterations	500.00
New buildings	1000.00

* Applications are not reviewed for zoning compliance at this time.

** See Chapter 57 of the Village Code for complete requirements.