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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial signs</td>
<td>$250.00</td>
</tr>
<tr>
<td>Building additions/alterations</td>
<td>500.00</td>
</tr>
<tr>
<td>New buildings</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

* Applications are not reviewed for zoning compliance at this time.
** See Chapter 57 of the Village Code for complete requirements.