

# VILLAGE OF GLENWILLOW

## BOARD OF ARCHITECTURAL REVIEW APPLICATION

29555 Pettibone Road, Glenwillow, OH 44139  
(440) 232-4380 (440) 232-4381 Fax

**Mayor:** Mark A. Cegelka

**Building Commissioner:** Robert A. Rodic

### BOARD OF ARCHITECTURAL REVIEW

*Meetings Are Held 2nd Wednesday Of Each Month @ 5:30 P.M.*

The Following Items Must Be Submitted **Four (4) Weeks**  
Before the Day of the Meeting

#### RESIDENTIAL APPLICATION REQUIREMENTS

- Completed Application and filing **fee of \$100.**
- Submission of eight **(8)** sets of construction documents. New Dwellings and other larger projects require three **(3)** sets of full-size construction documents and five **(5)** sets in **8.5 x 11 inch** format.
- Provide colored elevations of proposed new structure and photographs of exterior examples owner is using to convey the design intent. Digital images to be provided in **PDF or JPG format** to be distributed electronically and color prints to be brought to the meeting.
- Photographs of the existing structure in the case of additions and alterations. For new construction, photographs are required of the properties on either side of the new construction.
- New construction requires the submission of four **(4)** topographical plans and a **\$500 deposit** for topographical review.

#### COMMERCIAL / INDUSTRIAL APPLICATION

- Completed Application and filing **fee of \$100.**
- Submission of eight **(8)** sets of exterior elevations and floor plans; three **(3)** sets of full-size plans and five **(5)** sets of colored elevations and black & white floor plans in 11 x 17 inch

SEE OTHER SIDE FOR APPLICATION →

format. Exterior elevations to show material color, type and height measured from finish first floor.

- ONLY DISPLAY BOARDS will be presented at the meeting; NO PROJECTION is available.
- Twelve (12) sets of **detailed site plans** including **Landscape plans**. Landscape plans must show existing landscape to remain, existing to be removed and proposed new landscaping with tree and plant schedules.
- Photographs of the existing structure in the case of additions and alterations.
- Provide digital images of material samples board and color renderings in **PDF** format to be distributed electronically. Actual samples board and color renderings to be brought to meeting.

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**Scope and Nature of request:** \_\_\_\_\_

**Date of Meeting Requested** \_\_\_\_\_

**Date of Application** \_\_\_\_\_

**OWNER** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**ACTION REQUESTED** \_\_\_\_\_

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**ACTION OF ARCHITECTURAL BOARD OF REVIEW**

(A) MOTION TO:

(B) *Request Granted* ( )

(C) Request Denied ( )

(D) OTHER ACTION: \_\_\_\_\_