

Montgomery Architectural Review Board Application for Proposed Work

City Ordinance requires the Architectural Review Board to review any proposed restoration, alteration or construction in historic districts prior to beginning work on a project.

Date of Application: _____ Date received: _____

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: _____

Refer to the **Checklist** on the back of this application for the requirements for specific work items to be performed. Refer to the Design Guidelines for assistance with appropriate treatment for structures in Montgomery's Historic Districts. Staff is 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 should 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 Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is **required** by the applicant or a representative for the Review Board 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

