

CITY OF WILLOUGHBY

APPLICATION FOR HISTORICAL DESIGN REVIEW BOARD

Items REQUIRED for Review:

(Please print or type)

NOTICE: This application will be reviewed **ONLY** if the following items **that apply** are furnished **WITH** the application.

___ **Colors AND samples of materials** to be used **are required** for review!

___ **PHOTOS** showing all sides of house/building and front of adjoining neighboring houses/buildings.

___ **Complete list and description of materials,** color sample and actual material samples.

___ **Construction plans: Duplicate set of floor plans & elevations.**

___ **Plot plan** indicating the location of building, and/or sign, and/or fence.

___ **SIGNS:** Color photo or artist's rendering, showing location, size and font. Material samples and building photos are required for review.

___ **FENCES:** Drawing, photo and material sample of proposed fence and fence location including photos.

PROPOSED STRUCTURE: NEW: _____ **EXISTING:** _____

If structure is existing, approximate date of original construction: _____

OWNER'S NAME: _____ **Phone #** _____

OWNER'S ADDRESS: _____

PROJECT ADDRESS: _____

Briefly describe project: _____

Name and address of Contractor (if applicable: _____

Date Application Submitted: _____ **Date of Meeting:** _____

(Application deadline is one week prior to meeting.)

Historical Design Review Board meetings are held first Wednesday of month at 7:00 P.M.