

## **Architectural Review Board Applications**

The Architectural Review Board (ARB) serves to preserve and promote the character and aesthetics of the Municipality and to encourage high standards of exterior building design. The ARB reviews all applications for building permits, both residential and commercial, for new construction, additions, alterations, accessory structures, fences, decks, swimming pools, tennis courts and such. All sign permit applications are also reviewed.

1. Building Permit Applications for new construction or exterior renovations will be referred to the Architectural Review Board after the Building Inspector has reviewed the applications and verified that there are no outstanding violations or alarm fees owed. The applications must include completed Building Permit Application.
2. Applications for Sign Permits will be referred to the ARB after the Code Enforcement Officer completes an initial review and verifies that there are no outstanding violations or alarm fees owed. Sign permit applications which are referred to the ARB must include signed and completed Application Intake Checklist.
3. Architectural Review Board Meetings are held semi-monthly on the first and third Tuesday of each month.
4. ARB applications will be eligible to be placed on the agenda of the next scheduled semi-monthly meeting if filed with the Building Inspector or Code Enforcement Officer by no later than 4:00 pm on the Thursday three weeks prior to the scheduled meeting.
5. The ARB Secretary will prepare the meeting notice and send the notice to the official newspaper and the ARB members by no later than the Friday two weeks prior to the next scheduled semi-monthly meeting. The ARB Meeting Notice will be filed with Village Clerk's Office prior to submission to the newspaper.
6. Meeting notices shall be mailed to new applicants, holdovers and distributed to members of the Village Board, and the Village Attorney by no later than 3:00 pm on the Monday one week prior to the next scheduled meeting.
7. Meeting notices will appear in the newspaper on Thursdays prior to the ARB meetings held on the 1st and 3rd Tuesdays of each month.
8. Applications which are withdrawn either at the request of the applicant or the Building Inspector after the publication of the agenda, must remain on the agenda for an official resolution at the meeting.
9. On the morning of the ARB meeting, the ARB Secretary will verify that there are no new outstanding violations relating to any of the applications on the agenda.
10. Applications which are approved by the ARB will be referred back to the Building Administrator for further processing prior to the issuance of building permits.
11. Decisions rendered by the ARB will be filed with the Village Clerk's Office for the purposes of recording, and a copy of the ARB decision will be mailed to the applicant by the ARB secretary.

For your convenience, referenced Application Checklist Forms are downloadable as Adobe Portable Document Format (PDF) files for printing out on your own printer