

(Please type or print)

**ALL APPLICABLE SECTIONS OF THIS APPLICATION MUST BE COMPLETE
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS**

PART A: PARTIES IN INTEREST

Name and Title of APPLICANT: _____

Address: _____

Phone Number & e-mail address: _____

Interest in Property: _____

Name of Applicant's Agent - if different than above: _____

Address: _____

Phone Number & e-mail address: _____

Name of Owner(s) - if different than above: _____

Address: _____

Phone Number & e-mail address: _____

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: _____

Address: _____

Phone Number & e-mail address : _____

PART B: SITE DESCRIPTION

Legal Address of Property: _____ Locator No. _____

Lot Number: _____ Block Number: _____ Current Zoning: _____

PART C: PROPOSED PROJECT

Briefly describe the project: _____

Application for Architectural Review

PART D: SITE DEVELOPMENT

Total Square Footage of
Site: _____ Existing Building: _____ Proposed Building: _____ Addition: _____

Building height from average grade: _____ Building height from curb level: _____ Number of Floors: _____

Setbacks provided: Front: _____ Rear: _____ Side(____): _____ Side (____): _____

Will landscaping be provided? Yes _____ No _____ Separate landscaping plans will need to be provided along with other materials

Describe trees and landscape to be removed: _____

Describe changes to existing grade : _____

Describe any amenities, accessory buildings, walls or fences to be provided: _____

PART E: BUILDING CONSTRUCTION

Existing Building Size: _____ Addition Size: _____ Total Building Size: _____

Estimated Cost of Construction : _____ No. of Stories (existing) : _____ (proposed): _____

Total height of new structure: _____ How was height measured? _____

Existing Exterior Walls: Brick _____ Wood _____ Stucco _____ Siding _____ Other _____

Proposed Exterior Walls: Brick _____ Wood _____ Stucco _____ Siding _____ Other _____

Siding Material: _____ Exterior Wall Color: _____

Roofing/Material: _____ Color: _____

Window Style: _____ Color: _____

Garage (if applicable) - Attached/Detached (circle one) Garage Door Style & Color: _____

Wall Lighting Type: _____ Height: _____ Location: _____

PART F: ALTERATIONS/EXTERIOR RENOVATIONS

Please describe all alteration/renovation: _____

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PART G: FULL LEGAL NAME IS REQUIRED

Signature of Applicant (Required): _____ *Date:* _____

Title: _____ *Relation to the Property Owner:* _____

Signature of Property Owner (Required): _____ *Date:* _____

PART H: FOR CITY USE -- ARB CHECKLIST

_____ \$300 application fee to cover the cost associated with third party professional reviews must be mailed to the City Clerk.

_____ One digital copy of the plans must be submitted to the City Planner via email. The list below identifies things which may be applicable to your specific application and should be included on your plans.

_____ One digital copy of the application must be submitted to the City Planner via email.

_____ One digital copy of the letter addressed to the Architectural Review Board explaining the details of the project must be submitted to the City Planner via email.

Once the above documents are received via email, the planner will review the digital documents and provide the applicant with a list of corrections, deficiencies or other changes which must be made to the plans and/or application. Once the applicant has made the requested revisions, the revised plans, application and letter must be emailed to the City Planner. Additionally, the original hard copy of the application and fully signed and sealed plan set must be mailed to the City Planner. This original hard copy of the application and plans will become the file copy.

Digital Plans Must Depict:

_____ Site plan depicting existing and proposed conditions.

_____ Landscape Plan depicting all existing landscaping and proposed landscaping> any landscaping to be removed must be so annotated.

_____ Landscaping plans must be very specific in terms of plantings and should provide maximum green space.

_____ Location map showing north arrow.

_____ Location and identification of all setbacks and easements (existing and proposed).

_____ The materials and architectural style of all elevations.

_____ Type, location, height and degree of brightness of all exterior lighting.

_____ Location and screening of trash and recycling containers.

_____ Location and screening of HVAC equipment.

_____ Color rendering.

_____ Provide exact dimension of exposed foundation, where applicable.

_____ Deck details including type of wood, size of deck, railing detail, posts and balusters must be included on the plans.

_____ Plans must contain information related to existing and proposed fences regarding the height, design, material, special features, if any, and the manner in which the proposed fence will relate to the structure to which it is attached and to adjacent properties.

_____ Retaining wall design, height and material must be shown on plan. Retaining walls should be constructed of material to match the main structure.

_____ Driveway design and material must be shown on plans

_____ Detail on the garage door(s) and windows should include type of material, color, and design.

_____ All amendments should be "clouded" and note referenced.

_____ Other materials deemed appropriate by staff and/or the Architectural Review Board

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Original Hard Copy Plans for File Must Include:

_____ The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.

_____ Plans/blueprints are to be folded to approximate 8 ½ x 11 or 8 ½ x 14 in size.

Contacts

Building Commissioner

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City of Frontenac

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City Planner Consultant

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