



One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 F: (440) 953-4167

Application for Historical Design Review Board

Proposed Structure: New ___ or Existing ___ Date Submitted: _____ Meeting Date: _____

if existing, approximate date of original construction: _____

Owners Name _____

Address _____

Email Address _____ Phone _____

Project Address _____

Contractor _____

Contact Name _____

Contractor Address _____

Email Address _____ Phone _____

Project Description

Items REQUIRED for Review:

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. (If too large they may be brought to meeting).

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: Floor plans & elevations (ask secretary for how many sets are required).

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.

*Photos may also be emailed to the Board secretary. She can provide email address at the time of application.

Application deadline is **at least nine days prior to the meeting date** and all applications must first be reviewed for zoning compliance. Please check w/secretary for cut-off dates). Please provide **six (6) copies** of ALL documentation.

Historical Design Review Board meetings are held the first Wednesday of each month at 7:00 p.m. in the lower level of Willoughby City Hall, One Public Square, Willoughby, OH 44094.