



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

## Application for Historical Design Review Board

Proposed Structure: NEW \_\_\_\_ EXISTING \_\_\_\_ Date Submitted: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Applicant Name\*: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business /Project Address: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

PROJECT DESCRIPTION:

\*Note: If applicant is NOT the building owner, the applicant must have signed authorization letter from owner to make any exterior changes to the building (including signage).

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### Items REQUIRED for Review:

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

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

**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. Dimensional signs are preferred.

**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 13 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 **(7) 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.**