



ARCHITECTURAL REVIEW BOARD SUBMITTAL CHECKLIST

Please include the following items as it pertains to your project.

- Application Form
 - Applicant Name Address Phone Number Email Address
- Residential and Non- Residential – 2 Plans Drawn to Scale
(Include: North Arrow, Scale, Legend, and Key Dimensions and Notes)
- New Construction Only
 - Five sets of Topographical Plans Certified Tree Survey
- Site Location Map
- Site Context Plan *(i.e. Site Plan showing adjoining properties, buildings and street names)*
- Furnishings and Site Amenities *(Locations, Details including Cut Sheets)*
- Illustrative Renderings *(Perspective or Photo Simulations to Scale)*
- Color Photographs
 - Proposed Site Contiguous Properties
- Material, Color, and Finish Samples and Lists
- Elevations
 - Front View Rear View Right View Left View
- Floor Plans *(All Levels)*
- Wall Sections

Applications shall be filed with the Building Department no later than eight (8) days prior to the ARB Meeting. The Board reserves the right to limit agendas.

The ARB holds meetings on the **first and third Thursday** of each month. Meetings begin promptly at **6:00 PM** and are held in the Government Center, 10075 Ravenna Road, Twinsburg, Ohio 44087. Applicant or representative is required to appear in front of the Board on the meeting they are assigned to. Applicant should be prepared to describe, illustrate, and support the Design Concept (*function, style, character, etc.*) and the Design Relationship with adjacent structures and streetscape.