



ARCHITECTURAL REVIEW BOARD SUBMITTAL CHECKLIST

NOTE: All documents are to be provided on time or the application will not be processed.

- Application form completed in its entirety
- Seven (7) sets of all plans documents and completed application
- Elevations of all sides of structure
- Exterior finish material samples, colors and specifications
- Site Plan both proposed and existing plans –
 - These can be renderings or dimensioned plans or both.
 - Page format can be any legible size appropriate for the project
(24" x 36"; 11" x 17"; etc.)

* *(Include: Enough information for the Architectural Review Board to understand and review in accordance with Section 1103.09 of the Twinsburg Codified Ordinances to determine the **exteriors of buildings or structures as appropriate**)*

Applications to the ARB shall be filed with the Building Department **no later than ten (10) days prior to the next scheduled ARB Meeting**. The Building Commissioner 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.