

# APPLICANT COPY

## DESIGN REVIEW BOARD CHECKLIST

Please complete the attached application and supply the following list of required documents. A thoroughly completed application with the required documentation will provide the Board with the information required to return a well-informed decision.

- \_\_\_\_\_ Completed application (attached) to the Division of Building and Zoning Inspection.
- \_\_\_\_\_ Submit a plot plan with details to include: Lot width and depth, location of accessory buildings, pools, decks and fences. Accurate measurements and dimensions must be provided on this plan.
- \_\_\_\_\_ Submit pictures of the property and existing structure where the request is proposed.
- \_\_\_\_\_ Submit elevation drawings of the proposed structure or addition which include roof elevations, siding, window and door openings, overhangs and any other detail that is under consideration before the Board.
- \_\_\_\_\_ Submit a color board: sample of shingle, siding and color chip of the proposed color of paint.
- ALL items pertaining to your request listed above must be submitted to the Division of Building and Zoning Inspection no later than 4:30 p.m. on the Wednesday before the meeting date that month. If the application is incomplete, the request will not be sent to the Board for consideration.
- Please supply any information that the applicant feels is pertinent to the request.
- Incomplete applications will be returned to the applicant.
- ATTENDANCE IS REQUIRED AT THE MEETING

Please contact the Division of Building and Zoning Inspection with any questions at 419-897-7075.

APPLICATION AND INFORMATION DUE ON \_\_\_\_\_

BOARD MEETING DATE \_\_\_\_\_ AT 9:00 A.M. IN COUNCIL  
CHAMBERS ON THE FIRST FLOOR.

CITY OF MAUMEE  
BUILDING INSPECTION & ZONING  
450 W. DUSSEL DR.  
MAUMEE, OH 43537  
419-897-7075 / 419-897-7182 (FAX)

I \_\_\_\_\_ request a hearing before the City of Maumee Design Review Board for the following items:

1. \_\_\_\_\_ Old Maumee Architectural Overlay District
2. \_\_\_\_\_ Uptown Design Review Overlay District

Please state your request in fifty (50) words or less below

The Design Review Board meets the first Wednesday of each month at 9:00 a.m. in Council Chambers on the first floor at 400 Conant St., Maumee OH

**THE REQUEST MUST BE SUBMITTED NO LATER THAN THE WEDNESDAY PRIOR TO THE MEETING DATE. ANY REQUESTS SUBMITTED AFTER THE WEDNESDAY PRIOR TO THE MEETING WILL BE HELD UNTIL THE NEXT SCHEDULED MEETING. ALL APPLICATIONS MUST BE COMPLETE FOR REVIEW.**

**THERE IS NO CHARGE TO APPEAR BEFORE THE DESIGN REVIEW BOARD**

OWNER \_\_\_\_\_

AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_