

City of Columbia
P.O. Box 467
208 South Rapp Avenue
Columbia, IL 62236-0467
Phone: (618) 281-7144



REQUEST FOR REVIEW OF BUILDING PERMIT APPLICATION **BY ARCHITECTURAL REVIEW BOARD**

(For office use only)

Fee Paid: \$ _____

Date: _____

Instructions to Applicants:

- ▶ **Application:** Please submit completed application to Columbia City Clerk's Office. Application **must include building plans** noting intended exterior building materials.
- ▶ **Fee:** A fee of **\$275.00** for the ARB review request must be paid by the applicant upon submitting this application to the City Clerk's Office.
- ▶ The Architectural Review Board shall be required to review and make its recommendation to the City Council upon building permit applications referred to the board within thirty (30) days of the date such application and all required supporting documents (including construction plans, elevation studies, site plans, drawings and specifications, etc.) is filed with the board by the Building Commissioner, unless the applicant and the board jointly agree to extend the time for board review. For board reviews involving a certificate of appropriateness issued by the Columbia Heritage and Preservation Commission, the time for completion of the Architectural Review Board's review will not commence to run until the board has received the certificate of appropriateness and the recommendation of the Columbia Heritage and Preservation Commission regarding the issuance of the building permit. Board recommendations shall be forwarded to the City Council for action at the next successive regular meeting of the City Council. The City Council shall be required to make its decision regarding the building permit application within thirty (30) days after the Architectural Review Board has made its recommendation regarding the issuance of the building permit. Failure of the City Council to act within the time aforesaid shall be deemed approval of the application and shall authorize the Building Commissioner to issue the building permit, provided the applicant has otherwise complied with City Ordinance requirements for building permit issuance.
- ▶ **Approval Process:** The Architectural Review Board makes its recommendation following the public hearing and the results are given to the City Council for final action.

All information requested and fee payment, must be provided to the City Clerk's Office **before** a meeting of the Architectural Review Board will be conducted.

Applicant is encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this application.

I have read the information above regarding a Request for Review:

Applicant Signature

Date

REQUEST FOR REVIEW APPLICATION

1. **Applicant Information:**

Name: _____ Phone #: (____) _____

Address: _____

2. **Property Interest of Applicant:**

Owner Contract Purchaser Leaseholder Other: _____

3. **Owner Information (if different than applicant):**

Name: _____ Phone #: (____) _____

Address: _____

4. **Location of Property:**

Address: _____

Lot #: _____ Zoning District: _____

5. **State the deviation from allowed building materials for exterior and why such materials are being used.**

I certify that all of the above statements/information and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbia for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Applicants Signature (Mandatory)

Date

Property Owners Signature (Mandatory)

Date

CHECK LIST FOR APPLICANT:

| | |
|--|---|
| | Submit completed Request for Review of Building Permit Application by Architectural Review Board to City Clerk's office, including : |
| | - Building plans of requested project; |
| | - \$275.00 fee |
| | Review meeting is scheduled with the Architectural Review Board and applicant is notified of date. |
| | Applicant presents request to Architectural Review Board and scheduled meeting. A vote is then taken by the ARB members. |
| | Recommendation is included on the following regularly scheduled City Council Agenda. |
| | Recommendation of Architectural Review Board is presented by the Building Inspector to the City Council Aldermen at the next regularly scheduled City Council Meeting. A vote is taken by the Aldermen. |
| | If approved by the Aldermen, an ordinance is written. |
| | The ordinance granting the request will be put on the agenda for the following City Council Meeting. |
| | Alderman review ordinance at City Council Meeting and a vote is again taken to approve or disapprove. |
| | If ordinance is approved by the City Council, ordinance is granted. |
| | Request is approved and a copy of the ordinance will be available to be picked up from the City Clerk's office. |