

Architectural Review Board Application For Proposed Work in Mobile's Historic Districts

Date of Application: _____ Date Received: _____

Address of Property: _____

Cost of Project (Required): _____ Fee Paid: \$ _____ Check #: _____

*By submitting this application you give the City of Mobile and its employee, successors and assigns permission to enter the property and visually inspect the property.

Name of Owner: _____

Owner's Address: _____

Owner's Email: _____ Owner's Telephone: _____

Other Contact Information: _____

Owner's Representative Name: _____

Business Name: _____

Address: _____ - _____

Email: _____ Telephone: _____ - _____

Other Contact Information _____

Describe the Proposed Work:

Does the work involve demolition of a structure? ___ **No** ___ **Yes** Please fill out demolition portion of application.

Does the proposed work involve signage? ___ **No** ___ **Yes**, \$5.00 fee. Please fill out signage portion of application.

Will the proposed work require the removal of any trees from the site? ___ **No** ___ **Yes**

If yes, attach a detailed site plan showing all trees and landscaping that will be removed and contact the Urban Forester at 208-7091 for Tree Permitting Requirements.

REQUIRED PLANS: If plans are required for the project please attach the following:

- Attach two (2) sets of plans: one large scale set and one 11"x17" reproducible set,
- Also attach one set of photographs to the application.
- If available, electronic plans should also be submitted as a TIFF or PDF.
- A \$15 or \$5.00 application fee is due upon filing. Check should be made out to the City of Mobile.

Refer to the following Checklist for requirements for specific work items to be performed. Refer to the Review Board Guidelines for assistance with appropriate treatment for structures in Mobile's Historic Districts. Staff is available to assist with application preparation. For large projects, such as new construction or substantial additions or renovations, consultation with staff is strongly encouraged. Unless an applicant asks the staff to review an application upon submittal, the application will not be examined until after the agenda deadline. Any incomplete applications may be held until all information is submitted.

Staff Reports: The MHDC Staff will review your application and generate reports that will be placed with the agenda on the web site one week before the meeting. These may be found at <http://www.mobilehd.org/meetings.php>. Please examine these and be prepared to discuss any issues at the Board meetings. Questions before the meeting should be addressed to the staff of the MHDC.

Alterations to Approved Plans: A new application must be submitted for changes to the approved plan. Minor alterations may be approvable by staff.

Historic Markers: The Architectural Review Board examines applications based on its adopted guidelines for historic preservation. These are based on a minimal standard set by the City and the State. Historic markers are awarded by the Mobile Historic Development Commission based on a higher standard of review. Approval by the ARB does not guarantee approval for a historic marker. If the desire is to qualify for a marker, please inform the Board and it will attempt to guide you toward the higher goal.

Conflicts of Interest: ARB members sit as a quasi-judicial body. All its deliberations must be made in an open meeting. It is illegal for a Board member to discuss an application outside of a meeting with anyone but staff. Conflicts of interest, if any, will be disclosed at the meeting.

Public Notice: A sign will be placed in a conspicuous location on the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

**Use the Following Checklist to Ensure a Complete Application
Complete each box that applies**

NEW CONSTRUCTION, ADDITIONS, OR EXTENSIVE RENOVATION/REPAIR TO EXISTING STRUCTURES

- 1. One large set and one 11 x 17 (reproducible) set of scaled drawings which shall include:**
 - a. A complete site plan illustrating the proposed construction, its location, with dimensions, required setbacks, landscaping and other site amenities;
 - b. Floor plans, with dimensions, as they impact the exterior of the building, including existing plan and proposed plan;
 - c. Square footage of the original building with square footage of all additions including the proposed addition;
 - d. A drawing, with dimensions, of all affected exterior elevations;
 - e. Notes describing all exterior materials (i.e. walls, roof, trim, cornice, windows, etc.) Sample materials may be required in some cases (consult with staff);
 - f. Detailed drawings or photographs of all decorative architectural details (i.e. columns, balustrades, modillions, etc.);
 - g. Paint samples and plan keyed to location of each color. (See below)
- 2. Photographs of the subject property to be worked on and surrounding buildings are required.**
 - Subject Property photographs
 - Surrounding Buildings photographs

The office of the MHDC can provide sample plans for garages, carports and outbuildings. These are generally acceptable for most domestic sites. Note: These are for design purposes only and are not suitable as construction drawings.

FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS

For work which includes changes to the exterior of existing buildings, the following is required:

- 1. ___ Elevation drawings with dimensions and material details
- 2. ___ Floor plans
- 3. ___ Photographs of each face of the building to be renovated with details of the areas of work.

EXTERIOR PAINTING

Period color schemes are encouraged. However, other colors may be acceptable. Submit name and color samples for:

- _____ Manufacturer
- _____ main body color
- _____ trim or decorative features
- _____ porch deck
- _____ accent areas: lattice, shutters, etc.
- _____ other areas

FENCES, DRIVES AND GATES

- 1. ___ A drawing or photograph of the type of fence, wall or gate with the height noted.
- 2. ___ A site plan, with dimensions, showing the placement of any proposed change to the property as it relates to property boundaries and all other building or site facilities.
- 3. ___ A description of the materials to be used.
- 4. ___ Paint samples, if the fence, wall or gate is to be painted.

SIGNAGE

Width of sign _____ feet _____ inches Height of sign: _____ feet _____ inches

Single Face _____ Double Face _____

Height (from ground level to top of sign) _____ feet _____ inches

Height (from ground level to bottom of sign) _____ feet _____ inches

Total Square Footage of Signage: _____ square feet. (Both sides if double-faced)

General Description

Type of Sign: Monument ___ Free Standing ___ Projecting ___ Wall ___ Banner ___ Sandwich Board ___

How will sign be mounted: _____

Sign Materials (sample materials may be requested by the Review Board): _____

Describe type of lighting to be used: _____

Linear front footage of principle building: _____ feet _____ inches.

Square footage of Existing Signage: _____ feet _____ inches N/A _____

Include in Application:

_____ Scaled colored renderings of the requested sign; or photographs with dimensions

_____ Photographs of the building

_____ A site plan or building elevation showing the location of the proposed signage For specific requirements, refer to *Sign Design Guidelines for Mobile’s Historic District and Government Street.*

DEMOLITION APPLICATION

Purchase Date: _____ Purchase Price: _____

Current appraised value of the property? _____ Do you have clear title? _____

Was the property occupied at time of purchase? _____ What was the property's condition? _____

What alternatives to demolition have you considered for this property?

Have you listed the property for sale or lease since your purchase? ____ **Yes** ____ **No**

If "Yes", what was your asking price? _____

How many offers did you receive? _____

CONTINUED ON NEXT PAGE

List any options currently held for the purchase of the property, including the price received for such option, the conditions placed on such option and the date of expiration of such option:

Do you have construction plans ready to complete the replacement project? ____ **Yes** ____ **No**

If so, how much have you expended on the plans?

What are the dates of these expenditures?

In order to determine your ability to complete the replacement project, do you have the following:

Performance Bond ____ **Yes** ____ **No**

Letter of Credit ____ **Yes** ____ **No**

Trust for completion of improvements ____ **Yes** ____ **No**
____ **No**

Other evidence of financial ability ____ **Yes**

Letter of commitment from a financial institution ____ **Yes** ____ **No**

"In no event shall the Board entertain any application for the demolition or relocation of any Historic Property unless the applicant also presents at the same time the post-demolition or post-relocation plans for the site." Ordinance #44-084

An Architectural Review Board Application with supporting documentation and fee should accompany this request with the plans for development of the site. **Plans at minimum should include site plan, elevations, and floor plan to scale.** A sign will be placed in the front yard of the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

SEE NEXT PAGE

CONFLICTS WITH OTHER CITY DEPARTMENTS

The Architectural Review Board examines applications solely on the basis of impairment to the historic character of a building or neighborhood. Approval by other City Departments may consider other aspects of a project such as safety. When multiple regulations are in conflict, generally the most restrictive applies. Also, though the staff and Review Board try to inform applicants of possible conflicts, they may not be aware of all the implications of a request. Therefore, the property owner should clear all requests with the appropriate departments.

**Mobile Historic Development Commission, 200 Government Street, Second Floor
Mobile, Alabama**

Mail to: MHDC, P.O. Box 1827, Mobile, AL 36633-1827

Phone: (251) 208-7281

www.mobilehd.org