



City of Mobile • Historic Development  
**Architectural Review Board Application**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Date Received

**Address of Property**

Does any party hold a façade easement on this property?  No  Yes

If yes, evidence of the easement holder’s approval of the specific work outlined in this application must be provided prior to the consideration of this application by the ARB.

\_\_\_\_\_  
**Cost of Project (Required)**

Fee Paid:  \$ \_\_\_\_\_ Check # \_\_\_\_\_

_____ <b>Owner Name</b>	_____ Phone	_____ Email
_____ Address		_____ Zip Code
<i>If Owner is a legal entity such as a corporation, limited liability company, limited liability, partnership or similar, you should attach a copy of the formation documents for the Owner, showing the date of formation and that such have been filed and accepted by the Secretary of State.</i>		

_____ <b>Owner’s Representative Name</b>	_____ Phone	_____ Email
_____ Address		_____ Zip Code

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

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 Design Review Guidelines for Mobile's Historic Districts (<https://www.buildmobile.org/architectural-review-board/>). 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. Applications are reviewed in the order in which they are received, and if review by the Architectural Review Board is required, an application will be placed on the next available agenda. Any incomplete applications may be held until all information is submitted.

**Staff Reports:** The Historic Development Staff will review your application and generate a report that will be sent to you, along with the meeting agenda, via e-mail approximately one week before the meeting. The meeting agenda may be found at <https://www.buildmobile.org/architectural-review-board/>. 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 Historic Development Department.

**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 of Mobile 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 Historic Development Office 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? \_\_\_\_\_ (N/A if Not Available)

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? \_\_\_\_\_

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

Other evidence of financial ability  Yes  No

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. 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.

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Signature

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Date

**Build Mobile, PO Box 1827, Mobile, Alabama 36633**

For more information: [www.BuildMobile.org](http://www.BuildMobile.org) | [historicdevelopment@cityofmobile.org](mailto:historicdevelopment@cityofmobile.org) | 251.208.7281

Visit our help window: Mobile Government Plaza, 205 Government Street, Third Floor South Tower

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