



Design Review Board Application and Check List

Please complete the Application on back and supply the following documents to the Zoning Department. A thoroughly completed Application and required documents will provide the Design Review Board with the information required to return a well-informed decision.

- Completed Application (on reverse)
- Color photographs of the present façade of each exterior wall of the building which is proposed to be modified.
- Elevation drawings of the proposed changes to each exterior wall, drawn as near as possible to scale and being easily understandable, including structural changes, all windows and doorways, roof lines, signage and all other related changes.
- Submit description of the proposed materials to be used.
- Submit a color board: with samples of shingles, siding , color chips of the proposed paint, etc.
- Any other items you feel are necessary to help the Design Review Board make its decision.

All items listed above must be submitted to Village Zoning Department no later than 5:00 p.m. on the Wednesday before the next meeting date. Incomplete applications will be returned to the applicant. Please supply any additional information that you feel is pertinent to the request. Approvals are valid for six months from the time the approval is granted.

Your appearance or your agent's appearance is required. Please contact the Village employees with any questions at 419-877-5383.

This Application and Check List are due on: _____

Next Design Review Board Meeting is scheduled for: _____

Village of Whitehouse Design Review Board
Application

Name of Applicant: _____ Daytime Phone No. _____

Applicant Mailing Address: _____

Property Address: _____ Present Use: _____

Name of Owner (if different from Applicant) _____

Type of Project: New Construction Addition/Remodeling Façade

Structural Change Signage Demolition

Fencing Parking Area Other _____

Describe action requested: _____

The Design Review Board meets the first Thursday of each month at Village Hall, 6925 Providence Street, Whitehouse, Ohio, at 6:30 p.m.

If application is to be considered at the next regular meeting of the Downtown Review Board, this application and check list must be submitted at least one week prior to said meeting.

Please call the Zoning Department at 419-877-5383 if you have questions or need additional information.