

# CITY of BELOIT

## PLANNING AND BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

### ARCHITECTURAL REVIEW APPLICATION

(Please Type or Print)

File Number: \_\_\_\_\_

1. **Address of property:** \_\_\_\_\_

2. **Parcel Number:** \_\_\_\_\_

3. **Owner of record:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

(Address)

(City)

(State)

(Zip)

4. **Applicant's Name:** \_\_\_\_\_

(Address)

(City)

(State)

(Zip)

\_\_\_\_\_  
(Office Phone #)

/ \_\_\_\_\_ /  
(Cell Phone #)

/ \_\_\_\_\_  
(E-mail Address)

5. **Description of Project:** Provide a description of the proposed project. For modifications to an existing building, describe the proposed work, material(s) to be used, and the impact the item would have on existing architectural features of the property. (Attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 6. Attachments:

- A current survey map of the project area, including a legal description of the project area
- A site plan which complies with Section 2.6 of the Zoning Code
- Building elevations and drawings and/or graphic representations sufficient in detail to portray the design concept. Written manufacturer's literature or photographic representations of sample exterior materials to be used in the project shall be included.
- Drawings and specifications of any proposed signs indicating locations, colors, sizes and heights, including illumination calculations and diagrams
- Manufacturer's illustrations of exterior lighting fixtures for the site and buildings including illumination calculations and diagrams

**ARCHITECTURAL REVIEW APPLICATION (continued)**

**6. Attachments (continued):**

- A landscape plan and a tree protection and preservation plan which comply with Section 34.21 of this chapter
- Photographs of adjacent buildings and/or sites
- Photographs or graphic representations of other buildings or sites which serve to illustrate the proposed project
- Samples of exterior materials proposed for buildings, screenings, and other improvements, showing color, texture and type
- A list of exterior materials and specifications for the exterior design features
- The following statistical data, if applicable:
  - Gross site area
  - Net site area
  - Area to be dedicated for public rights-of-way
  - Impervious surface area calculated in acres, square feet and percentage of total site area
  - Pervious surface area calculated in acres, square feet and percentage of total site area

**The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct. Incomplete applications will not be reviewed.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of applicant) (Print name) (Date)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of owner, if different) (Print name) (Date)

Review fee: **\$200.00\*** for major improvements (i.e. new buildings, additions, parking lots, etc.)  
**\$50.00\*** for minor improvements (i.e. signs, painting) Amount paid: \$ \_\_\_\_\_

\*Review fees are doubled to **\$400.00** and **\$100.00**, respectively, when work begins prior to issuance of an Architectural Review Certificate.

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Description of project and approvals granted with this application: \_\_\_\_\_  
\_\_\_\_\_

Date final approval granted: \_\_\_\_\_ by: \_\_\_\_\_