



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

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281-7144 x 105

<i>(This Box Staff Use)</i> Date set for hearing:		Date Received:		Zoning District:	
Fee:		Date Paid:		Notice published on: <i>(Publish in Republic Times)</i>	

Application Instructions

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 **\$300.00** 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 meeting 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 the application is considered a full submittal and a meeting of the Architectural Review Board will be scheduled.

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

G. Disclosure & Signatures

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

Building & Zoning Staff Use Below

Comments:
