

## ADMINISTRATIVE BOARD AND ARCHITECTURAL BOARD OF REVIEW CHECKLIST

Please complete the attached application and supply the following list of required documents. A thoroughly completed application with the required documentation will provide the Board with the information required to return a well-informed decision.

- \_\_\_\_\_ Completed (attached) application to the Division of Building & Zoning Inspection.
- \_\_\_\_\_ Submit a plot plan with details to include: Lot width and depth, location of accessory buildings, pools, decks and fences.
- \_\_\_\_\_ Submit pictures of the property and existing structures where the request is proposed.
- \_\_\_\_\_ Submit elevation drawings of the proposed structure or addition, which includes roof elevations, siding, window and door openings, overhangs and any other detail that is under consideration before the Board.
- \_\_\_\_\_ Submit a color board: sample of shingle, siding and color chip of the proposed color of paint.
- **ALL items pertaining to your request listed above must be submitted to the Division of Building & Zoning Inspection no later than 5:00 p.m. on the Wednesday before the meeting date that month. If the application is incomplete, the request will not be sent to the Board for consideration.**
- Please supply any information that the applicant feels is pertinent to the request.
- Approval and/or variances are valid for six (6) months from the time the approval is granted.

### **YOUR APPEARANCE OR YOUR AGENTS APPEARANCE IS REQUIRED ON THE SCHEDULE HEARING DATE.**

Please contact the Division of Building and Zoning Inspection with any questions at 419-897-7075.

APPLICATION AND INFORMATION DUE ON \_\_\_\_\_

BOARD MEETING DATE \_\_\_\_\_ AT 4:00 P.M. IN COUNCIL CHAMBERS ON THE FIRST FLOOR.

CITY OF MAUMEE  
400 CONANT STREET, MAUMEE, OHIO 43537  
(419) 897-7075 (OFFICE)  
(419) 897-7182 (FAX)

I \_\_\_\_\_ request a hearing before the City of Maumee Administrative Board for the following items:

1. \_\_\_\_\_ Architectural Approval
2. \_\_\_\_\_ Setback Variance
3. \_\_\_\_\_ Parking Variance
4. \_\_\_\_\_ Sign Variance
5. \_\_\_\_\_ Other

Please state your request in fifty (50) words or less below. If additional space is required, use the back of the paper.

The Administrative Board meets the second Wednesday of each month at 4:00 p.m. in Council Chambers on the first floor at 400 Conant Street, Maumee, Ohio.

**The request must be submitted no later than 5:00 p.m. on the Wednesday, prior to the meeting date. Any requests submitted after the Wednesday, prior to the meeting, will be held until the next scheduled meeting. There is no charge to appear before the before the board for architectural requests. There is a \$125.00 fee for appeal/variance requests.**

Owner \_\_\_\_\_

Agent \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_