



#### 4. Proposed Work

In accordance to Section 7209 and 7307 of Article 147 of the State Education Law, some Project submissions may require the stamped seal of a licensed Architect, Engineer or Landscape Architect.

##### **Description of work proposed to the building, site, or historic feature.**

Attach additional sheets if necessary.

- Location of proposed change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Dimensions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Colors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Company or Manufacturer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Describe proposed demolition or removal of building features or materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_ Phone # \_\_\_\_\_

Construction Schedule: \_\_\_\_\_

Building Permit Application # (if required) \_\_\_\_\_

Sign Permit Application # (if required) \_\_\_\_\_

**5. Reason for Design Review**

Briefly describe below the reason(s) for undertaking this project. Include any pertinent current or future plans for the building under review or for the property in general. Attach additional sheets if necessary.

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**6. Additional Materials**

The submission of additional materials for review by the Commission may be necessary for this application to be considered complete. The submission of these materials is intended to expatiate the review process. Failure to include sufficient information may delay the Commission’s decision on an application. Such a delay may require the applicant to submit their application for a later scheduled meeting. Please contact City Staff to determine what additional information may be necessary. These materials may include, but are not limited to:

- Photographs of the property and surrounding neighborhood
- Architectural drawings/elevations
- Site plans
- Product samples and/or manufacture documentation
- Color and/or texture samples
- Conceptual art

**7. Signature(s)**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature (if different from Applicant)

\_\_\_\_\_  
Date

Return this completed application to the address at the top of this form. Applications must be received at least **2 weeks (14 days)** prior to the regularly scheduled meeting of the Commission on Architecture and Urban Design. Questions or concerns can be directed to the Department of Planning, Housing & Community Development at (607) 772-7028.