



ARCHITECTURAL REVIEW BOARD

SCHEDULE FOR 2010

The following is the schedule for the Architectural Review Board for the year 2010. All applications to appear before this Board must be received by the Planning and Economic Development Department no later than 5:00 p.m., on the cut-off date. This meeting is held in the City Council Chamber, second floor of City Hall, on the third Wednesday of every month @ 6:00 p.m. (unless otherwise contacted for any special reason).

MEETING DATE	CUT-OFF DATE
January 20, 2010	January 11, 2010
February 17, 2010	February 08, 2010
March 17, 2010	March 08, 2010
April 21, 2010	April 12, 2010
May 19, 2010	May 10, 2010
June 16, 2010	June 07, 2010
July 21, 2010	July 12, 2010
August 18, 2010	August 09, 2010
September 15, 2010	September 06, 2010
October 20, 2010	October 11, 2010
November 17, 2010	November 08, 2010
December 15, 2010	December 06, 2010
January 19, 2011	January 10, 2011



APPLICATION FOR ARCHITECTURAL REVIEW BOARD

Date Received: _____

A-2010- _____

This application must be legible and complete and returned to the Planning and Economic Development Department of the City of Melbourne, Florida, along with all required documents. The application will be reviewed by staff, placed on the next agenda and referred to the Architectural Review Board.

APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT MEETING AND HAVE THE AUTHORITY TO PRESENT CHANGES, UPGRADES OR ALTERNATIVE DESIGNS.

1. APPLICANT NAME: (Print) _____
 CONTACT PERSON: (If Corporation) _____
 BUSINESS NAME: _____
 SITE ADDRESS: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: (Print) _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

3. REPRESENTATIVE NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

4. Specific Request: _____

5. THE FOLLOWING ITEMS ARE REQUIRED FOR SUBMITTAL

*Pictures, plans, detailed drawings denoting locations or elevations, color samples, plans denoting changes in the exterior appearance of the existing site, building by addition, reconstruction, alteration, renovation, rehabilitation, or maintenance, and for any changes in signage.

*Please provide 13 **COLOR** copy renderings detailing requested changes to the site.

*Please provide 13 **COLOR** photographs or renderings of the building.

**** Present items that will provide a clear understanding of the present conditions, changes that will be made, and resulting outcome.**

*****NOTE*** Building or Signs Permits are still required, in addition to receiving Architectural Review Board approval.**

DATE

SIGNATURE OF APPLICANT