



**APPLICATION FOR THE CITY OF WILDWOOD'S
ARCHITECTURAL REVIEW BOARD (ARB)**
(please read thoroughly)

The following information and items shall be provided to the Department of Planning for processing and dissemination in association with scheduling of submittals before the City of Wildwood's Architectural Review Board (ARB). The ARB meets on the second Thursday of each month, unless otherwise changed. Two (2) complete sets of plans shall be submitted for staff review no later than noon, thirty (30) days prior to the meeting. If the agenda cannot support the number of submitted applications, a special meeting may be requested by the applicant or the item will be carried over to the succeeding month. Twelve (12) sets of complete plans, including all revisions requested after Department review, shall be submitted 10 days prior to the meeting, bearing an original signature and seal of the Licensed Architect. The completeness of the submission will aid in the understanding of the project by the Board and the relevance of their comments, as well as expedite reviews in an effort to avoid delays. Failure of the architect to sign and seal all requested items that are the subject of this review process, where applicable, or not providing the requested information identified below, will disqualify the submittal and the Department of Planning will return the packet to architect of record.

Project Information:

Address: _____

Located in Town Center: Y / N **Zoning District** _____ **Council Ward:** _____

Applicant Information:

Name _____ **Phone:** _____ **Email:** _____

Address: _____

The ARB submittal requirements shall be as follows:

- Architects Statement:** Provide a written statement that explains the design theory utilized in the overall site and building design separately. Include items such as reasoning behind entry locations, building placement, how existing topography was utilized, instead of ignored, shape, orientation, and style of the building, reasoning for chosen building materials and colors, site and building lighting, etc. This statement should be written as from one architect to another and include design theory. In this instance, cost can be an acceptable and appropriate goal of the overall design. The statement shall close with an acknowledgment the design is in compliance with the requirements, or it should give a description of non-compliant items, with an explanation for each.
- Preliminary Development Plan & Colored Landscape Plan:** These plans should reflect the same elements required for submittal to the Planning & Zoning Commission, such as the infrastructure and site improvements, including building footprints, curb cuts and driveway locations, and other natural and man-made features of significance.
- Photographs:** Photographs should reflect existing site conditions and immediate surrounding properties in all compass directions. The intent of these photographs is to better understand the project site and context, and how it will complement both existing conditions, as well as future projects.

- **Preliminary Floor Plans:** These plans refer to the building footprint. However, interior layout, while not reviewed, but can help in understanding the footprint and elevations.
- **Colored Architectural Elevations:** Elevations for each façade of the building, presented in the chosen color palette, with overall dimensions and materials labeled, noting any special items as necessary for a clear understanding of the project. Light fixtures should be shown accurately.
- **Three Dimensional Colored Building Renderings:** This item is critical to provide a clear and quick understanding of the massing of the building and its materials and colors. Ideally, prepared electronically in three (3) dimensions, provide 'snapshots' of several views to highlight the overall building.
- **Materials and Colors:** The submittal should include 'finishes' pages, such as manufacturer specification sheets of the materials and colors. Actual samples will be required for presentation at the meeting itself.
- Please provide twelve (12) copies of all of the above information in an 11"x17" format, formatted to fit 11"x17", and bound into an 8.5" x 11" booklets with a cover, as well as all information contained on a digital device. Appropriate sheets shall exhibit the original signature, seal, and date of the Licensed Architect, who prepared them. Please note, larger format items are permitted and encouraged for presentation purposes at the Architectural Review Board meeting.

The items contained in the submittal package must meet minimum requirements prescribed by the ARB. Further information may be requested, as directed by the Department of Planning and/or the ARB. Similarly, the ARB may request a site visit to the project location, if the application involves changes to an existing building or structure. Once an application has been processed for an upcoming meeting, the agenda will be sent to the appropriate representative(s). Attendance by the petitioner with their architect(s) for presentation and discussion with the ARB is mandatory. Variances to these procedures must be agreed to by the ARB members and the Department of Planning in advance of the scheduled meeting date. If you have any further questions, please feel free to contact the Department of Planning at (636) 458-0440.

We, the undersigned, are aware of the aforementioned items and submit this application in full compliance with the requirements of the Architectural Review Board on this day _____ of _____, 20_____.

Applicant [signature]

Licensed Architect [signature]

Applicant [print]

Licensed Architect [print]

For Office Use Only

Application submittal accepted on: _____

Department of Planning Staff

Anticipated ARB Meeting date: _____

Department Comments sent: _____

Revisions received: _____

Comments: _____



WILDWOOD

Final Approval by the ARB on: _____

Melanie Rippetoe
Assistant Director of Planning and Parks