

*Town of Barton*  
ARCHITECTURAL REVIEW  
*Application Form*

# REQUIRED INFORMATION:

Please provide the following applicable information:

1. Applicant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant is *(check all that are applicable)*:

Property Owner

Owner's Agent

Developer

Contractor

Other (specify)  \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Owner's Agent: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Developer Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Contractor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Identification of Property for Architectural Review:

Address of Premises: \_\_\_\_\_

Town of Barton Tax Key Number: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Block Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

## APPLICATIONS FOR ARCHITECTURAL REVIEW:

Architectural Review Applications including Architectural Plans and related data and materials shall be submitted to the Building Inspector who shall transmit all Architectural Review Applications and their accompanying data and materials to the Architectural Review Board for their review and approval. The Architectural Review Board shall review plans for new buildings and building plans for additions to, or alterations of buildings which significantly alter the original design (for example, second floor additions to ranch style houses and two-story additions attached to one-story buildings are typical of the type of plans relating to existing buildings which are required to be reviewed). Architectural Plan(s) submitted with Architectural Review Applications shall include the following:

- A. Required Application Submittal Materials. Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of all proposed structures. A color building elevation or perspective rendering of the exterior of the proposed building(s) shall be required for review by the Architectural Review Board for all non-residential and multiple-family dwelling structures. Said elevations and perspective drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Architectural Review Applicant for redrafting. Red-line drawings will only be accepted for minor detail changes, major changes will require redrafting of the building elevations. In addition, the following data, information, and materials are to be included
1. Owner/Developer. Owner's and/or developer's name and address noted.
  2. Architect/Engineer. Architect's and/or engineer's name and address noted.
  3. Date. Date of submittal of plans.
  4. Scale. Scale of drawings noted on each drawing.
  5. Building Type, Size, and Location. The type, size, and location of all structures with all building dimensions shown.
  6. Height. The height of building(s).

7. Plan Commission Approved Site Plan Required. The Plan Commission approved Site Plan indicating building location drawn to a recognized engineering or architectural scale, with the name of the project noted and north arrow shown.
8. Exterior Materials Samples to be Provided. Samples of exterior materials and their colors.
9. Additional Information May be Required. Additional information and data which may be required by the Building Inspector or Architectural Review Board may include, but not be limited to, the following upon request:
  - a. Photographs from the site of adjacent neighboring structures and/or property.
  - b. Detailed drawings of decorative elements of the building(s) or structure(s).
  - c. Sectional building or site drawings drawn to a recognized engineering or architectural scale.

REQUIRED SIGNATURE(S):

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Property Owner's Signature                      Date

\_\_\_\_\_  
Property Owner's Signature                      Date

OTHER REQUIRED APPLICABLE SIGNATURES:

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Owner's Agent Signature                      Date

\_\_\_\_\_  
Developer's Signature                      Date

\_\_\_\_\_  
Contractor's Signature                      Date

*No "Town of Barton Application Form" shall be accepted by the Town of Barton until all of the required items set forth in this Application, as applicable to the type of application being made, have been provided to the Town of Barton including all applicable application fees.*

*Applications for Architectural Review shall be filed with the Town of Barton Building Inspector.*

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*FOR TOWN OF BARTON OFFICE USE ONLY*

Date Application Filed: \_\_\_\_\_ File No: \_\_\_\_\_

TOWN REVIEW FEES:

Architectural Review Fee:

Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Fee Receipt No. \_\_\_\_\_  
\$ \_\_\_\_\_

Applicant's Check No. \_\_\_\_\_  
*(also attach copy of check to this Application form)* Date of Check \_\_\_\_\_

ADMINISTRATIVE DEADLINES/ACTION:

Date Set for Town's Reviews:

Date: \_\_\_\_\_

Architectural Review Board Review

Architectural Review Board Action:

Approved as Submitted \_\_\_\_\_

Approved Conditioned Upon the following Changes:

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Resubmittal Required with the following Changes:

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Motion Made By: \_\_\_\_\_  
Second By: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_