

## The City of Glendale Architectural Review Board Application Checklist

The purpose of this checklist is to communicate with each applicant the documents and information that are required for each submittal to the Architectural Review Board (ARB) and City of Glendale Planning & Zoning Administrator for review and approval. The completed application, submitted with all necessary material examples, does not guarantee project approval. This packet of materials will help minimize staff review time.

Before your petition will be scheduled for consideration by the ARB at an upcoming meeting, it is required to complete only the section of this form mandated by the project type. Designated project submittal items that need to be completed will be identified at the Pre-Development Conference by Glendale city staff. It is important to understand that during the Pre-Development Conference, Glendale city staff reserves the right to adjust the project type.

**NOTE:** The information submittal requirements vary based upon the project type. Determine the project type, then complete and submit only that section of the ARB Application Checklist, including all specified example items and information. Additional submittal items may be added or removed during the Pre-Development Conference.

### Glendale City Staff Completion

Project Address \_\_\_\_\_

\_\_\_\_\_ Pre-Development Conference. All Petitioners must contact city staff at the beginning of the design review process **ten (10) business days prior to the anticipated ARB submittal date**. The purpose of the Pre-Development conference is to identify issues early on and set realistic expectations based on the adopted Glendale ordinances, regulations, and design guidelines.

\_\_\_\_\_ Design Area requirements given to applicant, as required by project size.

Date Filed \_\_\_\_\_ Time Filed \_\_\_\_\_

A.R.B. Meeting Date \_\_\_\_\_

\_\_\_\_\_ Project Pending Sign Posted for the required five-day posting prior to ARB project review. Projects requiring this sign include Detached Garages, Home Additions, Attached Garages, and New Homes.

\_\_\_\_\_ Design Area Photographs and Orthographic drawings

\_\_\_\_\_ Project Pending Sign Removed, if required by the project type.

\_\_\_\_\_ Demolition? 200-576 sq \_\_\_\_\_ Exceeds 576 sq feet \_\_\_\_\_

**NOTE: Demolition of part or all of existing structure must follow the Glendale Demolition Ordinance requirements.**

## SUBMITTAL

Submittals must be complete and include all of the required information as outlined in the applicable checklist. If all of the required materials are not submitted, the ARB will not be able to review your project. The information and materials required for submittal varies based on the type of project.

**IMPORTANT NOTE:** *The City of Glendale is not accepting paper document submittals. Architectural Board of Review Submittals are required to be submitted via email to Director of Community Development Todd Stuebe at [T.Stuebe@GlendaleWI.gov](mailto:T.Stuebe@GlendaleWI.gov) with PDF documents attached or as a web link to the PDF documents. Fee remittals may be delivered to Glendale City Hall, deposited in the drop box in front of City Hall, or mailed to:*

City of Glendale, WI  
5909 North Milwaukee River Parkway  
Glendale, WI 53209-3815  
Attn: Community Development Department

*All submittal packets should be arranged in the following order.*

- \_\_\_\_\_ **Checklist.** All Applicants must complete and submit this checklist to identify all materials and samples to be included with your application.
  
- \_\_\_\_\_ **Filing Fees.** ARB filing fee is \$50.00. Other project fees, if any, will be determined and established at the time of the Pre-Development conference.
  
- \_\_\_\_\_ **Application Form** (Building Permit Application),
  
- \_\_\_\_\_ **Timing of ARB Submittal.** To be placed on an ARB agenda, complete the final document(s) and fee submittal after completing the Pre-Development Conference. All materials must be submitted to Glendale staff electronically and in PDF form a minimum of fifteen (15) business days (this is always a Monday) prior to the regular ARB meeting date (the ARB regular meeting date is the third Thursday of the month).
  
- \_\_\_\_\_ **Statement of Intent.** All Applicants must complete a statement describing the proposed project. The description should explain the existing site conditions, the rationale and design intent for the project, and any unique limitations of the project, not to exceed one paragraph.
  
- \_\_\_\_\_ **Design Area.** At the Pre-Development Conference, and depending on the project type, it may be necessary to define and identify the project design area. Example: A family room addition may require full site plans, all building elevations views, site grading plan, modified plat, etc. to ensure the full project scope is understandable by the ARB.
  
- \_\_\_\_\_ **Sample Materials.** All sample materials and information listed and required based on the project types that follow.
  
- \_\_\_\_\_ **Signatures on Signature Page.**

**Signature Page**

**NOTICE**

Project plans approved by the ARB are final. Any deviations from the ARB approved plans, no matter how minor, shall be discussed with the Inspection Department before implementing the change. If the Inspection Department deems the change to be substantial, the project will need to be resubmitted to the ARB as a new submittal. This will require a full resubmittal to the ARB, including all related fees.

Failure to follow the approved plans is a violation of the ARB approval and the subsequently issued permit. This violation may be subject to penalties including, but not limited to, a four times permit fee and/or citations, and may also require removal of the unapproved modifications.

Additions, including 2nd story over an existing structure, shall conform to all Glendale Zoning Code requirements.

\_\_\_\_\_  
Owners (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor (if available)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect (if available)

\_\_\_\_\_  
Date

# Architectural Review Board Application Requirements

## Projects: Altered Windows, Doors, Minor Façade Change, Pergola, Stick Built Shed

The following information is required with applications and shall be submitted in the following described format electronically via PDF:

- \_\_\_ A complete set of legible professional quality "to scale" project drawings, 8½" x 11" format, or larger as determined at the Pre-Development conference.
  
- \_\_\_ Color photos/artistic images of exterior area to be remodeled. This requirement is for photographs of the existing dwelling, all four elevations, and any accessory structures, or the location of the shed.
  
- \_\_\_ Samples or other accurate representations of all exterior finish materials and colors. (Brought to ARB meeting)
  
- \_\_\_ Elevation drawings only of affected portion of building being remodeled (Include dimensions, location, and type of all exterior materials).
  - ALL building elevations must be fully dimensioned to indicate heights above grade for all components.
  - If the project is a building addition or remodel, the proposed addition or remodel should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure.
  - The complete existing elevation should be shown in all cases of additions and remodeling.
  - ALL building materials must be identified and noted on each elevation drawing. This is to include, but not limited to type and size of siding, type and size of all masonry, painted or pre-finished products or materials, window type, style, color and material, roofing material, fascia, rakes, soffits, caves and flashing materials.
  
- \_\_\_ Other Information Required by Building Inspector (as determined at the Pre-Development conference) (This is used to determine general compatibility with the "Design Area")
  - \_\_\_ Front Yard Setbacks of all design area homes.
  - \_\_\_ Side Yard Setbacks of all design area homes.
  - \_\_\_ Heights of all design area homes.

## Project: Detached Garage

The following information is required with applications and shall be submitted in the following described format electronically via PDF:

- \_\_\_\_\_ A complete set of legible professional quality "to scale" project drawings, 8½" x 11" format or larger as determined at the Pre-Development conference.
  
- \_\_\_\_\_ Color photos/printouts of garage will be built. This requirement is for photographs of the existing dwelling, all four elevations, and any accessory structures, or the location of the garage.
  
- \_\_\_\_\_ Samples or other accurate representations of all exterior finish materials and colors. (Brought to ARB meeting)
  
- \_\_\_\_\_ Plat of Survey (to be less than one year old and completed by a licensed surveyor). This document must include all property lines with distances and bearings, North arrow, exact location of all existing and proposed buildings, parking areas, drives, public improvements, easements, required setbacks, existing trees, grades at one-foot (1') intervals and other key features of the site.
  
- \_\_\_\_\_ Site Plan (Include a North arrow, dimensions, and proposed roof configuration). This document must include all property lines, North arrow, zoning setbacks, all utility and access easements, the location of all existing and proposed buildings or additions including all roof overhangs, all hard surfaced areas (patios, terraces, sidewalks, drives, parking pads, etc.), swimming pools and other accessory structures. **All areas affected by the project shall be clearly outlined or shaded,**
  
- \_\_\_\_\_ Floor Plans (Include a North arrow and full dimensions). This document must include all floor plans of the proposed building. Each plan must include a North arrow, complete dimensions, footings and foundation, and material descriptions.
  
- \_\_\_\_\_ Elevation drawings of building being constructed (Include dimensions, location, and type of exterior materials).
  - ALL building elevations must be fully dimensioned to indicate heights above grade for all components, including all doors and windows.
  - The new garage location should be drawn as it relates to the original structure and should be clearly illustrated as new building versus existing structure.
  - ALL building materials must be identified and noted on each elevation drawing. This is to include, but is not limited to, type and size of siding, type and size of all masonry, painted or pre-finished products or materials, window type, style, color, and material, roofing material, fascia, rakes, soffits, eaves and flashing materials.

- ALL gutters and downspouts must be clearly shown on all views.

\_\_\_\_\_ Photographs of the site, existing buildings, and the "Design Area." This requirement is for photographs of the existing dwelling, all four elevations, any accessory structures, and front elevations of the "Design Area". (1 set of PDF color copies).

\_\_\_\_\_ Other Information Required by Building Inspector (as determined at the Pre-Development conference) (This is used to determine general compatibility with the "Design Area")

\_\_\_\_\_ Front Yard Setbacks of all design area homes.

\_\_\_\_\_ Side Yard Setbacks of all design area homes.

\_\_\_\_\_ Heights of all design area homes.

## **Projects: New Homes, Home Additions, or Attached Garages**

The following information is required with applications and shall be submitted in the following described format electronically via PDF:

- \_\_\_\_\_ Complete, full-size, professional quality project drawings at 1/4" scale (sheet size of 24" x 36").
- \_\_\_\_\_ A complete set of legible professional quality "to scale" project drawings reduced to 11" x 17" format.
- \_\_\_\_\_ Color photos/artistic images of exterior area where the addition, or new structure will be built. This requirement is for photographs of the existing dwelling, all four elevations, and any accessory structures.
- \_\_\_\_\_ Samples or other accurate representations of all exterior finish materials and colors. (Brought to ARB meeting)
- \_\_\_\_\_ Plat of Survey- This document must include all property lines with distances and bearings, North arrow, exact location of all existing buildings, parking areas, drives, public improvements, easements, required setbacks, existing trees, grades at one-foot (1') intervals and other key features of the site.
- \_\_\_\_\_ Site Plan (Include a North arrow, dimensions, and proposed roof configuration).  
This document must include all property lines, North arrow, zoning setbacks, all utility and access easements, the location of all existing and proposed buildings or additions including all roof overhangs, all hard surfaced areas (patios, terraces, sidewalks, drives, parking pads, etc.), swimming pools and other accessory structures. All areas affected by the project shall be clearly outlined or shaded.
- \_\_\_\_\_ Floor Plans (Include a North arrow and full dimensions).  
This document must include all floor plans of the proposed building. Each plan must include a North arrow, footings and foundation, complete dimensions, and room names for each space. In the case of an addition, each room should be tagged either existing or new. In the case where there is an attached garage, a fully dimensioned plan for the garage must be included, inclusive of footings and foundation.
- \_\_\_\_\_ Elevation drawings only of affected portion of building being remodeled (Include dimensions, location, and type of exterior materials).
  - ALL building elevations must be fully dimensioned to indicate heights above grade for all components.
  - If the project is a building addition or remodel, the proposed addition or remodel should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure.

- The complete existing elevation should be shown in all cases of additions and remodeling.
- ALL building materials must be identified and noted on each elevation drawing. This is to include, but not limited to type and size of siding, type and size of all masonry, painted or pre-finished products or materials, window type, style, color, and material, roofing material, fascia, rakes, soffits, eaves and flashing materials.

\_\_\_\_\_ Streetscape Elevation (Required for all new homes, demolitions, major remodeling, and additions) - This document is to be reasonably accurate and to include the "streetscape" elevation of the proposed project and the adjacent structures. In the event of the demolition of an existing structure, an additional "streetscape" elevation of the existing structure and the adjacent structures must be done as well. (1 copy required)

\_\_\_\_\_ Supporting Documentation. All information related to the project that the applicant may deem as pertinent, including background or historical information on the property or letters from the neighboring residents.

\_\_\_\_\_ Photographs of the site, existing buildings, and the "design area." This requirement is for photographs of the existing dwelling, all four elevations, any accessory structures, and front elevations of the "Design Area". (1 set of color copies).

\_\_\_\_\_ Other Information Required by Building Inspector (as determined at the pre-development conference) (This is used to determine general compatibility with the "Design Area")

- \_\_\_\_\_ Front Yard Setbacks of all design area homes.
- \_\_\_\_\_ Side Yard Setbacks of all design area homes.
- \_\_\_\_\_ Heights of all design area homes.

\_\_\_\_\_ Stake the Site. Stake the footprint location of all new residences, additions, and accessory buildings. Ribbon at least two inches wide and of a bright color must be strung to represent the perimeter or outline of the building. The site should be staked at the time the submittal is made, for staff and the Architectural Review Board members to visit the site.

\_\_\_\_\_ Additions, including 2<sup>nd</sup> story over existing, shall conform to all Glendale Zoning Code requirements.

\_\_\_\_\_ Second story additions will require notification of all abutting property owners of the proposed addition. NOTE: Such notice can be either a signed Building Waiver or the Planning Department will notify all neighboring property owners that share a common boundary with you. Minimum two (2) week waiting period.



**CITY OF GLENDALE**

**BUILDING WAIVER FORM**

BUILDING APPLICANT: \_\_\_\_\_

BUILDING APPLICANT ADDRESS: \_\_\_\_\_

I have reviewed the attached site plan, identifying the building/addition location, and building/addition illustration proposed for the residence at the above address and

I APPROVE

I DO NOT APPROVE

of this proposal.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If you do not approve of this proposal, please state the reasons in the space provided below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete and return form to:

Planning & Zoning Administrator  
5909 N. Milwaukee River Pkwy.  
Glendale, WI 53209  
Ph: (414) 228-1744