

VILLAGE OF SHAWNEE HILLS

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Fee \_\_\_\_\_ Receipt Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant Full Name \_\_\_\_\_

Address; \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address; \_\_\_\_\_

Name of Owner (if other than Applicant): \_\_\_\_\_

Address; \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address; \_\_\_\_\_

**Requirements:**

- Applicant or a representative of the applicant must be present at the meeting.
- Applicant must submit 8 sets of drawings clearly showing all measurements and changes.
- Applicant must submit material samples including paint chips, siding, wood, etc. - one example each. This information shall clearly and accurately display the color, material, design and use of all exterior materials.
- All applications shall be made to the Mayor or his designee at least 14 days before a regularly scheduled Board meeting.
- The Board shall review and approve, approve with modifications or conditions, or disapprove such applications within 45 days of the meeting. Upon approval by the Board, the Mayor or his designee shall issue a Certificate of Appropriateness to the applicant within 15 days thereafter. Upon disapproval the Mayor or his designee shall not issue a Certificate of Appropriateness for such project.
- Any applicant may appeal the decision of the Board to the Shawnee Hills Village Council by filing a notice of appeal to the Fiscal Officer within 14 days after the decision of the Board. The decision of the Shawnee Hills Village Council shall be final.

By signing this application I understand and agree to all the requirements stated above for the Architectural Board of Review.

\_\_\_\_\_  
Applicant

