Architectural Review Board Application  
For Proposed Work in Mobile’s Historic Districts

Date of Application: _________________________ Date Received: ____________________________  
Address of Property: _____________________________________________________________

Cost of Project (Required): ______________________ Fee Paid: ☐ $ ______ Check #:________

*By submitting this application you give the City of Mobile and its employees, successors and assigns permission to enter the property and visually inspect the property.

Name of Owner: ___________________________________________________________________

Owner’s Address: __________________________________________________________________

Owner’s Email: _______________________________ Owner’s Telephone: ____________________

Other Contact Information: ___________________________________________________________

Owner’s Representative Name: ______________________________________________________

Business Name: ____________________________________________________________________

Address: ___________________________________ - _________________________________

Email: ________________________________ Telephone: _____ - _______________________________

Other Contact Information ____________________________________________________________

Describe the Proposed Work:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Does the work involve demolition of a structure? ___ No ___ Yes Please fill out demolition portion of application.

Does the proposed work involve signage? ___ No ___ Yes, $5.00 fee. Please fill out signage portion of application.

Will the proposed work require the removal of any trees from the site? ____ No ____ Yes
If yes, attach a detailed site plan showing all trees and landscaping that will be removed and contact the Urban Forester at 208-7091 for Tree Permitting Requirements.

REQUIRED PLANS: If plans are required for the project please attach the following:
• Attach two (2) sets of plans: one large scale set and one 11”x17” reproducible set,
• Also attach one set of photographs to the application.
• If available, electronic plans should also be submitted as a TIFF or PDF.
• A $15 or $5.00 application fee is due upon filing. Check should be made out to the City of Mobile.

Updated: May 24, 2019
Refer to the following Checklist for requirements for specific work items to be performed. Refer to the Review Board Guidelines for assistance with appropriate treatment for structures in Mobile’s Historic Districts. Staff is available to assist with application preparation. For large projects, such as new construction or substantial additions or renovations, consultation with staff is strongly encouraged. Unless an applicant asks the staff to review an application upon submittal, the application will not be examined until after the agenda deadline. Any incomplete applications may be held until all information is submitted.

Staff Reports: The MHDC Staff will review your application and generate reports that will be placed with the agenda on the web site one week before the meeting. These may be found at http://www.mobilehd.org/meetings.php. Please examine these and be prepared to discuss any issues at the Board meetings. Questions before the meeting should be addressed to the staff of the MHDC.

Alterations to Approved Plans: A new application must be submitted for changes to the approved plan. Minor alterations may be approvable by staff.

Historic Markers: The Architectural Review Board examines applications based on its adopted guidelines for historic preservation. These are based on a minimal standard set by the City and the State. Historic markers are awarded by the Mobile Historic Development Commission based on a higher standard of review. Approval by the ARB does not guarantee approval for a historic marker. If the desire is to qualify for a marker, please inform the Board and it will attempt to guide you toward the higher goal.

Conflicts of Interest: ARB members sit as a quasi-judicial body. All its deliberations must be made in an open meeting. It is illegal for a Board member to discuss an application outside of a meeting with anyone but staff. Conflicts of interest, if any, will be disclosed at the meeting.

Public Notice: A sign will be placed in a conspicuous location on the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Use the Following Checklist to Ensure a Complete Application
Complete each box that applies

NEW CONSTRUCTION, ADDITIONS, OR EXTENSIVE RENOVATION/REPAIR TO EXISTING STRUCTURES

1. One large set and one 11 x 17 (reproducible) set of scaled drawings which shall include:
   a. _____ A complete site plan illustrating the proposed construction, its location, with dimensions, required setbacks, landscaping and other site amenities;
   b. _____ Floor plans, with dimensions, as they impact the exterior of the building, including existing plan and proposed plan;
   c. _____ Square footage of the original building with square footage of all additions including the proposed addition;
   d. _____ A drawing, with dimensions, of all affected exterior elevations;
   e. _____ Notes describing all exterior materials (i.e. walls, roof, trim, cornice, windows, etc.) Sample materials may be required in some cases (consult with staff);
   f. _____ Detailed drawings or photographs of all decorative architectural details (i.e. columns, balustrades, modillions, etc.);
   g. _____ Paint samples and plan keyed to location of each color. (See below)

2. Photographs of the subject property to be worked on and surrounding buildings are required.
   _____ Subject Property photographs
   _____ Surrounding Buildings photographs

Updated: May 24, 2019
The office of the MHDC can provide sample plans for garages, carports and outbuildings. These are generally acceptable for most domestic sites. Note: These are for design purposes only and are not suitable as construction drawings.

**FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS**

For work which includes changes to the exterior of existing buildings, the following is required:

1. ____ Elevation drawings with dimensions and material details
2. ____ Floor plans
3. ____ Photographs of each face of the building to be renovated with details of the areas of work.

**EXTERIOR PAINTING**

Period color schemes are encouraged. However, other colors may be acceptable. Submit name and color samples for:

- __________________________ Manufacturer
- __________________________ main body color
- __________________________ trim or decorative features
- __________________________ porch deck
- __________________________ accent areas: lattice, shutters, etc.
- __________________________ other areas

**FENCES, DRIVES AND GATES**

1. ____ A drawing or photograph of the type of fence, wall or gate with the height noted.
2. ____ A site plan, with dimensions, showing the placement of any proposed change to the property as it relates to property boundaries and all other building or site facilities.
3. ____ A description of the materials to be used.
4. ____ Paint samples, if the fence, wall or gate is to be painted.

**SIGNAGE**

Width of sign _______feet_______inches  Height of sign: _______feet_______inches

Single Face ____  Double Face ______

Height (from ground level to top of sign) _______feet_______inches

Height (from ground level to bottom of sign) _______feet_______inches

Total Square Footage of Signage: _________ square feet. (Both sides if double-faced)

General Description

Type of Sign: Monument ____  Free Standing ____  Projecting ____  Wall ____  Banner ____  Sandwich Board ____

How will sign be mounted: ____________________________________________________________

Sign Materials (sample materials may be requested by the Review Board): __________________________

Describe type of lighting to be used: ________________________________________________

Linear front footage of principle building: _______feet_______inches.

Square footage of Existing Signage: _______feet_______inches  N/A_____

Include in Application:

____ Scaled colored renderings of the requested sign; or photographs with dimensions

____ Photographs of the building

____ A site plan or building elevation showing the location of the proposed signage For specific requirements, refer to Sign Design Guidelines for Mobile’s Historic District and Government Street.

Updated: May 24, 2019
DEMOLITION APPLICATION

Purchase Date: __________________________    Purchase Price: ____________________

Current appraised value of the property? ___________________ Do you have clear title? ________________

Was the property occupied at time of purchase? __________ What was the property’s condition? ___________________________________________________________________________________
___________________________________________________________________________________________

What alternatives to demolition have you considered for this property? ____________________________________________________________________________________________
___________________________________________________________________________________________

Have you listed the property for sale or lease since your purchase? ____ Yes ____ No

If “Yes”, what was your asking price? _____________________

How many offers did you receive? _______________________

CONTINUED ON NEXT PAGE

List any options currently held for the purchase of the property, including the price received for such option, the conditions placed on such option and the date of expiration of such option:

___________________________________________________________________________________________
___________________________________________________________________________________________

Do you have construction plans ready to complete the replacement project? ____ Yes ____ No

If so, how much have you expended on the plans? _____________________________________________

What are the dates of these expenditures?

___________________________________________________________________________________________

In order to determine your ability to complete the replacement project, do you have the following:

Performance Bond ____ Yes ____ No    Letter of Credit ____ Yes ____ No

Trust for completion of improvements ____ Yes ____ No    Other evidence of financial ability ____ Yes ____ No

Letter of commitment from a financial institution ____ Yes ____ No

“In no event shall the Board entertain any application for the demolition or relocation of any Historic Property unless the applicant also presents at the same time the post-demolition or post-relocation plans for the site.” Ordinance #44-084

An Architectural Review Board Application with supporting documentation and fee should accompany this request with the plans for development of the site. Plans at minimum should include site plan, elevations, and floor plan to scale. A sign will be placed in the front yard of the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

SEE NEXT PAGE
CONFLICTS WITH OTHER CITY DEPARTMENTS
The Architectural Review Board examines applications solely on the basis of impairment to the historic character of a building or neighborhood. Approval by other City Departments may consider other aspects of a project such as safety. When multiple regulations are in conflict, generally the most restrictive applies. Also, though the staff and Review Board try to inform applicants of possible conflicts, they may not be aware of all the implications of a request. Therefore, the property owner should clear all requests with the appropriate departments.