



**Architectural Review Board Application  
Full Board Review**

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

**Project Address:** \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
*(If different from Applicant)*

**District:**                      **PHD**                      **NHPD**                      **OEHPD**                      **PHBD**                      **GCD**

Application is hereby made for the project as described herein:

- Residential Homestead – \$50.00 hearing fee
- Commercial/Other Residential – \$250.00 hearing fee

*\* An application shall be scheduled to be heard once all required materials have been submitted and it is deemed complete by the Secretary to the Board. You will need to include eight (8) copies of the required information. Please see pages 3 – 4 of this application for further instruction and information.*

**Project specifics/description:**

**PLEASE SPECIFY IF CONCEPTUAL DISCUSSION ITEM, CONCEPTUAL REVIEW, OR FINAL REVIEW.**

---



---



---



---



---



---



---



---

*I, the undersigned applicant, understand that payment of these fees does not entitle me to approval and that no refund of these fees will be made. I have reviewed the applicable zoning requirements and understand that I must be present on the date of the Architectural Review Board meeting.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***Architectural Review Board Application  
Full Review***

The board shall have as its purpose the preservation and protection of buildings of historic and architectural value and the maintenance and enhancement of the following district:

- a. Pensacola Historic District. Refer to subsection 12-3-10(1).
- b. North Hill Preservation District. Refer to subsection 12-3-10(2).
- c. Old East Hill Preservation District. Refer to subsection 12-3-10(3).
- d. Palafox Historic Business District. Refer to section 12-3-27.
- e. Governmental Center District. Refer to section 12-3-28.

It shall be the duty of the board to approve or disapprove plans for buildings to be erected, renovated or razed which are located, or are to be located, within the historical district or districts and to preserve the historical integrity and ancient appearance within any and all historical districts established by the governing body of the city, including the authority to grant variances, under the conditions and safeguards provided in subsection 12-11-2(A)(2), from the zoning ordinances of the city applicable in the Pensacola Historic District, the North Hill Preservation District, the Old East Hill Preservation District, and the Palafox Historic Business District.

- (1) Conditions for granting a zoning variance. In order to authorize any zoning variance from the terms of this title, the board must find in addition to the conditions specified in subsection 12-11-2(A)(2):
  - (a) That the variance granted will not detract from the architectural integrity and/or historical accuracy of the development and of its surroundings;
  - (b) That the grant of the variance will be in harmony with general intent and purpose of this title and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
- (2) Hearing of variance applications.
  - (1) Application procedure.
    - (a) An application for variance must be submitted to the community development department at least twenty-one (21) days prior to the regularly scheduled meeting of the architectural review board.
    - (b) The application shall be scheduled for hearing only upon determination that the application complies with all applicable submission requirements.
    - (c) Any party may appear in person, by agent, or by attorney.
    - (d) Any application may be withdrawn prior to action of the architectural review board at the discretion of the applicant initiating the request upon written notice to the board secretary.
  - (2) Application submission requirements. No application shall be considered complete until all of the following have been submitted:
    - (a) The application shall be submitted on a form provided by the board secretary.
    - (b) The application shall be accompanied by an accurate site plan drawn to scale and such other information as may be reasonably requested to support the application.
    - (c) The applicant shall be required to pay an application fee according to the current schedule of fees established by the city council for the particular category of application. This fee shall be nonrefundable irrespective of the final disposition of the application.

***Architectural Review Board Application  
Full Review***

**Submittal Instructions/Requirements Checklist:**

- \_\_\_\_\_ One (1) copy of the **application form & any support documents that can be black & white and on 8.5" x 11" paper; specify** if conceptual discussion item, conceptual review, or final review.
- \_\_\_\_\_ Eight (8) **color** copies of all **photographs, drawings/renderings, product literature, oversized drawings, and color palettes/swatches. Drawings should not exceed 11" x 17".**
- \_\_\_\_\_ **One (1) pdf of the drawings/renderings; emailed to staff. Please advise staff of security on the file which would prohibit a file size reduction when the e-version of the agenda is compiled.**

**Support Documents MUST include:**

DRAWINGS:

Drawings are required for both renovations and additions to existing buildings, as well as new construction. All drawings must be drawn to scale and be legible. The minimum size scale for site plans is 1" = 30'; the minimum scale for floor plans is 1/8" = 1'; and the minimum scale for exterior elevations is 1/8" - 1'. The scale for other items, such as signs and details, shall be as large as necessary to fully define the detail of those items. Major projects with very large buildings may vary from the scale referenced above to be more reasonably presented. ***Maximum page size for all submitted material should be 11" x 17" to allow for processing and distribution.***

SITE PLAN:

- Indicate overall property dimensions and building size and location on the property. Indicate relationship of adjacent buildings, if any.
- Indicate layout of all driveways and parking on the site.
- Indicate all fences and signs with dimensions as required to show exact locations. Indicate existing trees and existing and new landscaping.

FLOOR PLAN:

- Indicate locations and sizes of all exterior doors and windows. Indicate all porches, steps ramps and handrails.
- For renovations or additions to existing buildings, indicate all existing conditions and features, as well as the revised conditions and features and the relationship of both.

EXTERIOR ELEVATIONS:

- Indicate all four elevations of the exterior of the building.
- Indicate the relationship of this project to adjacent structures, if any.
- Indicate exposed foundation walls, including the type of material, screening, dimensions, and architectural elements.
- Indicate exterior wall materials, including type of materials, dimensions, architectural elements and colors. Provide color swatches.
- Indicate exterior windows and doors, including type, style, dimensions, materials, architectural elements, trim, and colors.
- Indicate all porch, stair, and ramp railings, including type of material, dimensions, architectural elements, and color.

***Architectural Review Board Application  
Full Review***

- Indicate roofs, including type of material, dimensions, architectural elements, associated trims and flashings, and color.
- Indicate all signs, whether they are building mounted or freestanding, including material, style, architectural elements, size and type of letters, and color. The signs must be drawn to scale in accurate relationship to the building and the site.

**PHOTOGRAPHS:**

**RENOVATIONS/ADDITIONS TO EXISTING BUILDINGS:**

- Provide at least four overall photographs per building so that all sides are clearly shown. In addition, photographs depicting the “street scape” that is in the immediate vicinity and all adjacent buildings should be supplied.
- If doors and/or windows are to be modified, provide a photograph of each door to be changed and at least one representative photograph of the type of window to be altered or replaced.
- Provide any additional photographs as required to show specific details of any site or building conditions that will be altered or modified in any way by the proposed construction.

**NEW CONSTRUCTION:**

- Provide photographs of the site for the proposed new construction in sufficient quantity to indicate all existing site features, such as trees, fences, sidewalks, driveways, and topography.
- Provide photographs of the adjoining “street scape”, including adjacent buildings to indicate the relationship of the new construction to these adjacent properties.

**DESCRIPTIVE PRODUCT LITERATURE/BROCHURES:**

- Provide samples, photographs, or detailed, legible product literature on all windows, doors and shutters proposed for use in the project. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.
- Provide descriptive literature, samples, or photographs showing specific detailed information about signs and letters, if necessary to augment or clarify information shown on the drawings. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.
- Provide samples or descriptive literature on roofing material and trim to augment the information on the drawings. The information must indicate dimensions, details, material, color, and style.
- Provide samples or literature on any exterior light fixtures or other exterior ornamental features, such as wrought iron, railings, columns, posts, balusters, and newels. Indicate size, style, material, detailing, and color.

**COLORS:**

- The ARB has adopted palettes of historic colors from several paint manufacturers that represent acceptable historic colors for use in the various districts. Copies of these color

***Architectural Review Board Application  
Full Review***

palettes can be obtained from the specific paint supplies/manufacturers.

- Colors must be selected and samples submitted to the ARB during the approval process. The selection must be made for any exterior feature requiring paint, such as foundations, siding, windows and doors, shutters, columns and railings, miscellaneous trim, signs, fences, and any other items.

**MISCELLANEOUS:**

At the discretion of the ARB or the Secretary of the ARB, the material provided for the ARB during the hearing may be retained and become the property of the ARB for reference purposes and for enforcement of the construction of the project in compliance with the approved design.

---

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable modifications for access to City Services, programs, and activities. Please call 435-1600 for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.