

**City of Florence, Mississippi**  
**Application for Architectural Review**

For proposed exterior changes to property within the designated architectural control districts

Zoning District \_\_\_\_\_

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

Use of Property: \_\_\_\_\_

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

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

(If the applicant is different from the owner, attach a letter authorizing application and proposed change.)

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Briefly describe the proposed project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED ALTERATIONS**

- New Construction, addition, renovation, repair, or improvement to existing buildings
- Renovations, repair, or improvement to existing buildings, including changes in design or materials of roofs, windows, doors
- Site changes: tree removal, changes to or additions to fences, walks, driveways, parking areas, signs
- Demolition or relocation

See checklist for required support materials for each category

**NOTES**

- Appropriate support materials as required for each proposed change must be submitted to complete this application.
  - Incomplete applications will not be reviewed by the Architectural Review Committee.
- Deadline:** Applications and all support materials must be submitted by 5 p.m. 14 working days prior to the regular Mayor and Board of Aldermen meeting.

For office use only:

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_

## City of Florence, Mississippi

### Application for Architectural Review

Please place a check by the item that is being submitted with this application. All applications require support materials.

#### **New construction, additions, extensive renovations, repair or improvement to existing buildings.**

- Drawings to scale with dimensions of all affected exterior elevations.
- Site plan to scale showing dimensions, setbacks, landscaping, and other site features.
- Flood plan to scale, with dimensions as they impact exterior of building
- Description of all materials proposed for use on the exterior – walls, roof, trim, cornice, windows, doors, etc.
- Drawings or photos of architectural details such as columns, railings, balustrades, roofs, windows, doors, etc.
- Photographs of existing building or surroundings of proposed new building.
- Historical documentation (for proposed restoration to earlier appearance).

**Renovation or repair to existing buildings** (Work that includes changes in design or material of exterior features such as roofs, windows, doors, siding, etc.)

- Photographs, brochures, or drawings to scale with dimensions or additions, changes to design, or changes to features such as roofs, windows, doors, railings, etc.
- Description of all materials to be used.
- Photographs of each side of the building to be renovated with detail areas of proposed work.

**Site changes** – tree removal, fences, walks, driveways, parking areas, and signs

- Site plan with dimensions showing placement of any proposed changes or additions
- Description of all materials to be used
- Drawings to scale or photographs of the type of fence, wall, gate, or sign with dimensions.

#### **Demolition or Relocation**

- Condition report
- Photographs of existing building
- Documentation of economic factors (if any)
- Documentation of justification
- Site plan (for relocation within a designated local district)