

**City of Middletown  
Architectural Board of Review  
Application**

ARB # \_\_\_\_\_ Date submitted \_\_\_\_\_

Meeting Date \_\_\_\_\_ Section \_\_\_\_ Block \_\_\_\_ Lot \_\_\_\_

**INSTRUCTIONS**

This application must be completely filled in by typewriter, computer or printed ink and submitted to the building inspector's office. If the applicant is not the owner, a letter from the owner must accompany this application giving permission for the work to be done on said property.

A drawing must be submitted showing the location of the lot and buildings on premises, and the relationship to adjoining premises or public streets or areas. Description of layout of property must be on the diagram, which is part of this application, or be drawn as a separate item and submitted with this application.

This application must describe the nature and scope of the work to be performed, the materials and equipment to be used and the details of structural installations.

Upon approval of this application, the Building Inspector will issue a building permit to the applicant together with an approved set of plans and specifications (if needed). Such permit, plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

LOCATION OF PROPERTY: \_\_\_\_\_  
(Give street number and name or name of distance from nearest cross street.)

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_

**\_\_\_\_\_ This section to be completed by building owner \_\_\_\_\_**

Building owner's NAME: \_\_\_\_\_

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

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

I give permission for said tenant to proceed with the work described in this application.

Building owner's signature: \_\_\_\_\_

## City of Middletown Architectural Board of Review

1. Nature of work to be performed (check all that apply).

Application Addition: \_\_ Alteration: \_\_ Repair: \_\_ Demolition: \_\_ Other: \_\_

Roof: \_\_ Window: \_\_ Sign: \_\_ Soffits: \_\_ Cornices: \_\_ Fences: \_\_

Decks: \_\_ Pointing: \_\_ Spindles: \_\_ Railings: \_\_ Steps: \_\_

Recommendation to Planning Board \_\_\_\_\_

Recommendation to Zoning Board \_\_\_\_\_

2. Total square footage of proposed building: \_\_\_\_\_

3. Size of lot: \_\_\_\_\_

4. Name of Engineer or Architect: \_\_\_\_\_

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

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

5. Name of Contractor: \_\_\_\_\_

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

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

Provide a brief description of each of the following: Description of work to be done; materials being used; dimensions of work; color of paint, etc.

BE SURE TO ATTACH PRODUCT LITERATURE; PHOTOS; SKETCHES, ETC OF WORK.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### FOR COMMISSION USE ONLY

**RECOMMENDATIONS: Special Use Permit:** \_\_\_\_\_

**Variance:** \_\_\_\_\_

**Both:** \_\_\_\_\_

**Explain what variance or Special use permit is for:** \_\_\_\_\_

---

## City of Middletown Architectural Board of Review

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

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

Draw sketch here or place picture here indicating with a diagram or arrows where work will be done on the building.



I understand and agree that no work on this request shall commence until written approval has been given by the Architectural Review Board and the Building Inspector.

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## City of Middletown Architectural Board of Review

### ~10A-7. Penalties of Offenses.

Failure to comply with this ordinance is a misdemeanor, with fines of up to one hundred dollars (\$100.00) for each day of violation, plus the Corporation Counsel of the City of Middletown is authorized to seek an injunction halting any work done in violation of this ordinance, and a violator will pay reasonable attorney's fees for such legal action if the city is successful.

### ~10A-7.1. Fee Schedule. (Added 10/15/1991)

THE FEE SCHEDULE SHALL BE AS FOLLOWS:

Job Estimate	FEE
\$10,000 or under	\$10.00
\$10,001 to \$100,000	\$25.00
\$100,001 to \$500,000	\$50.00
\$500,001 to \$1,000,000	\$75.00
\$1,000,0001 or higher	\$100.00

### ~10A-8. When effective.

This ordinance shall take effect immediately.