

ARCHITECTURAL REVIEW BOARD CHECKLIST

- ❑ Completed application
- ❑ Application fee (\$25.00 – make check payable to Town of Wytheville)
- ❑ Materials including plans showing all items and details of proposed work, as well as, colors to be utilized and type of materials, as listed on page 4 of the Prerequisite for Obtaining A Building Permit or Sign Permit in the B-2DT (Downtown) District
- ❑ Provide 8 copies of submittals at the time application is made, unless items can be easily photocopied
- ❑ Attendance at the Board meeting to present the request is encouraged in order to answer any questions and expedite the application
- ❑ Applications should be received no later **thirty (30) days** preceding the meeting. Meetings are normally held on the second Thursday of each month at 5:30 P.M. Check with Donna Stroupe for exact date of deadline (276-223-3354 or donnas@wytheville.org)