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REQUEST FOR ARCHITECTURAL REVIEW BOARD

The ARB reviews projects after conceptual review has been made by staff and the Plan Commission. The ARB determines if the project meets the Village of Sussex Design Standards established to ensure high quality buildings. A copy of the Design Standards can be found on our Village website www.villagesussex.org. The ARB makes a recommendation to the Plan Commission of its findings.

The fee for the project review is \$125.00 check made payable to the Village of Sussex.
(All fees are non-refundable).

ARB meetings are held on the first Wednesday of the month at 10:00 a.m. at the 2nd floor Committee Room at the Sussex Civic Center.

SUBMITTAL REQUIREMENTS:

The following must be submitted 10 business days prior to the meeting date:

For new construction

1 full set of plans with Plan Commission requested revisions*. (Refer to the Site Plan Review Checklist) 6 reduced copies.

Miscellaneous projects:

6 copies of project to be reviewed preferred size 11x17 in color. (Building elevations, site plan, lighting plan, landscape plan and sign plan).

Project Name _____

Location _____

Contact person for meeting and minutes: _____

E-mail address: _____ Phone #: _____

Please bring to the meeting building material samples and display boards.

Village contact:

Gabe Gilbertson
Community Development Director
(262)246-5215 ggilbertson@villagesussex.org

*Staff will review and may make additional requests for changes and require new plans submitted prior to deadline date.