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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 standards established to ensure high quality buildings. 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 Tuesday of the month at 10.00 a.m. at the Village Hall lower level of the building.

### 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) 7 reduced copies.

Miscellaneous projects:

7 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 contacts:

Kasey Fluet  
Assistant Development Director  
(262) 246-5215 [kfluet@wi.rr.com](mailto:kfluet@wi.rr.com)

Jeremy Smith  
Village Administrator  
(262) 246-5200 [jeremysmith@wi.rr.com](mailto:jeremysmith@wi.rr.com)

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