

ARCHITECTURAL COMMITTEE

MAUMEE C-M DISTRICT, ARROWHEAD PARK

P.O. Box 430

Maumee, Ohio 43537

PROCEDURE FOR SUBMITTING PLANS TO THE ARCHITECTURAL COMMITTEE

To initiate Architectural Committee review of a new property, additions, or modifications within the C-M District and the M-1 District in Arrowhead Park, the Owner must:

1. **Submit nine (9) copies of the Site Plan and the elevations to the Committee.** Two (2) copies of these must be to scale, but the remaining seven (7) may be photo reductions of the scale drawings—minimum size 11” x 17”.

Documents should be submitted to: Adam J. Kral, AIA - Chairman
Arrowhead Architectural Committee
c/o Spring Valley Architects
6821 Salisbury Road
Maumee, OH 43537

The Site Plan and elevations should include, *without* limitation:

- Proposed land contouring or grades
- Buildings
- Parking areas with parking stalls indicated
- Loading facilities
- Access ways and other paved areas
- Curbing and storm drainage

Landscaping and signage must also be approved by the Committee, but if these plans are not yet complete, the Owner may elect to defer presenting them until a later date.

2. **Submit nine (9) sets of specifications showing the types of construction, colors, and material to be used in the property. The Committee requests a color board for the exterior surfaces be submitted for its reference during the review process.**
3. **Submit a statement of intended use which shall include all uses of the property presently and in the future.**
4. **It is requested by the Committee, that the Owner notify the Committee at this time with the name, address, and phone number of the person to be contacted during the review process.**
5. **Filing fees** are as follows:

• Sign approval	\$25.00
• Building (including Site Plan & Landscape Plan (not to exceed two (2) meetings)	\$50.00
• Surcharge for each additional meeting	\$25.00
• Modifications after initial meeting	\$50.00

Please Note: The Architectural Committee shall either approve or disapprove plans and specifications **within thirty (30) days after all required information has been submitted.** Approval of drawings should be obtained from the Committee *before* application for a building permit is made and before plans are filed.

The Architectural Committee Meetings are held the 1st and 3rd Tuesday of each month, at 8:00 am, at TOMAHAWK DEVELOPMENT, 1701 HOLLAND ROAD, SUITE B, MAUMEE, OHIO. Plans and specifications documents must be submitted to the Chairman by the **Wednesday prior to the meeting date** to be placed on the Agenda.

A printed copy of “Arrowhead Park Plans & Standards” (regulations) may be obtained for \$10.00.