DOWNTOWN DESIGN REVIEW APPLICATION AND CHECKLIST

PROJECT SUMMARY:	
Project Name:	
Property Location (Legal Description – Lot, Block, Addition):	
Property Address:	
Existing Use of Property:	**Proposed Use of Property:**
New Construction: ☐ **Addition to Existing:** ☐	**Parcel Size (sf):**
Building Footprint (sf):	**Number of Stories:**
PROPERTY OWNER:	
Name:	**Daytime Telephone Number:**
Mailing Address:	
DEVELOPER (IF DIFFERENT THAN OWNER):	
Name:	**Daytime Telephone Number:**
Mailing Address :	
CONTACT PERSON (FOR PURPOSES OF PROCESSING THIS APPLICATION):	
Name of Contact Person:	**Name of Firm, if Applicable:**
Mailing Address:	

Daytime Phone Number:	**Fax Number:**	**E-mail Address:**

TO BE COMPLETED BY CITY STAFF:	
Zoning District:	**Historically Significant Structure:**
Site Plan Required:	**Use of Streetscape Elements:**
Letter of Compliance with Design Standards Issued/Comments:	

The following information is required for all design review applications submitted for approval.

	Applicant's Checklist	City Staff Checklist
General		
A. Two (2) set(s) of non-reduced sheets (minimum scale of 1" = 50' for site plans). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index.		
B. Project summary information (must be the same as application form): • Name, address and telephone number of owner/developer • Name of proposed development • Legal description of property – lot, block, and addition • Address of property		
C. Name, address and telephone number of engineer, surveyor and architect.		
D. Scale including both a graphic and a numeric scale.		
E. Date (original and all revisions) shown on all sheets.		
F. All dimensions, expressed in feet and decimals of a foot.		
Site Plan		
A. North point and scale.		
B. The boundary lines of the property with dimensions and area.		
C. The location of all buildings, both existing and proposed.		
D. The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed.		
Building Elevations		
A. Full elevation drawings for each side of the structure.		
B. Finished floor level for each floor.		
C. Maximum site slope.		
D. Total height based on average grade.		
E. Proposed visual screening of mechanical equipment.		
F. Projections, such as cornices, eave overhangs, exterior balconies, decks and similar architectural features extending beyond the floor area.		
G. Details of exterior materials, including type and color.		
H. Location of doors and windows.		
I. Location of any ramps required to provide barrier-free access.		
Project Information		
A. Typed on 8 ½ x 11" sheets, describe the entire project and how it complies with the DC-Downtown Core or DF-Downtown Fringe zoning district design standards. Relate the standards to the site, existing and proposed structures, and the context of the surrounding environment (height, alignment, width, horizontal rhythm, and building materials). The intent of the design standards is to create and maintain a high visual quality and appearance for the Downtown Core and Downtown Fringe Districts. The regulations are also intended to stimulate and protect investment through the establishment of high standards with respect to materials, details, and appearance. ** See next page for excerpts from the DC - Downtown Core and DF - Downtown Fringe Zoning Districts **		
B. Provide samples of exterior materials and colors, keyed to the elevations of the building. Also provide written and graphic details of exterior architectural features, such as awnings, and any streetscape elements.		
C. Provide a perspective drawing, including adjacent properties, correctly proportioned, with visual contrast between proposed and existing development.		

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Sign Information		
A. Site plan or building elevation showing exact location of the proposed sign(s) including any measurements necessary to determine location of the proposed sign(s) in relation to the property boundary.		
B. Type of lettering – raised or dimensional.		
C. Type of sign(s) –plans prepared and signed by a licensed engineer are required by Building Inspections for all pylon/pole signs.		
D. Size and height of sign(s).		
E. Source of illumination.		
F. Construction type and materials proposed.		
G. Relationship to sight triangle – Fences are not allowed within the sight triangle, which is defined as the triangular portion of a corner lot bounded by the street right-of-way lines and a line connecting the two points on the property lines twenty-five (25) feet from the intersection of the property lines.		
Fencing Information		
A. Site plan demonstrating the exact location of the proposed fence. Include the property boundary, driveway locations, structures, sidewalks, utilities, or other features, both existing and proposed.		
B. Height of proposed fence; if the proposed fence exceeds 6-feet in height, plans prepared and signed by a licensed engineer are required by Building Inspections.		
C. Material(s) and color(s).		
D. Type of fence – screening or decorative.		
E. Relationship to sight triangle – Fences are not allowed within the sight triangle, which is defined as the triangular portion of a corner lot bounded by the street right-of-way lines and a line connecting the two points on the property lines twenty-five (25) feet from the intersection of the property lines.		
DC - Downtown Core Zoning District		

*__Downtown Core Standards__: *Building Materials.* All walls visible from the street shall be primarily faced with brick, stone, architectural concrete or pre-cast concrete, or an equivalent or better. The use of plain surface concrete block shall be prohibited (i.e. the surface must be dimensional). Non-transparent glass shall be prohibited from covering more than 40 percent of the exterior walls. All subsequent renovations, additions and related structures constructed after the construction of an original building shall be constructed of materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance. In order to maintain a sense of harmony within the area, the colors and materials used should generally be compatible with or complementary to those used for buildings on adjoining parcels.

DF - Downtown Fringe Zoning District

*__Downtown Fringe Standards__: *Building Materials.* For non-residential and multi-family residential buildings containing more than 8 units, all walls visible from the street shall be primarily faced with brick, stone, architectural concrete or pre-cast concrete, or an equivalent or better. The use of plain surface concrete block shall be prohibited (i.e. the surface must be dimensional). Non-transparent glass shall be prohibited from covering more than 40 percent of the exterior walls. For residential buildings containing 8 or fewer units, traditional residential building materials may be used. All subsequent additions and related structures constructed after the construction of an original building shall be constructed of materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance.