

Application #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

**Section 1103.08  
 CERTIFICATE OF APPROPRIATENESS APPLICATION  
 Design Review Board**

Paid: \_\_\_\_\_

**I. PROPERTY INFORMATION**

Property Address: \_\_\_\_\_

**II. PROPERTY OWNER OF RECORD**

Property Owner Name(s): \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**III. BUSINESS INFORMATION (IF APPLICABLE)**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Description of Use: \_\_\_\_\_

**IV. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Property Owner

Business Owner/Tenant

Contractor

Architect/Engineer

**PROJECT INFORMATION**

CHECK AND DESCRIBE IF APPLY:

Major Site Plan (\$400): \_\_\_\_\_

Minor/Exterior Modifications (\$200): \_\_\_\_\_

Signage (\$75)/Comprehensive Sign Plan (\$150): \_\_\_\_\_

Historic District (\$50): \_\_\_\_\_

Applicant shall submit **eleven (11) copies** of application and materials to the Planning & Zoning Administrator. Please review the attached sections of the Zoning Code and note the items you are responsible for submitting with this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.\*

**\*\*OFFICE USE ONLY\*\***

Additional Notes:

Zoning Information

Zoning District: \_\_\_\_\_

Historic District

CC Overlay

Add'l Approvals Req'd

BZBA

**Meeting Date:** \_\_\_\_\_

**Meeting Results**

Approved as Submitted       Tabled

Approved w/ Conditions       Denied

P&Z Admin.: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Requirements**  
**DESIGN REVIEW BOARD**

I. General Requirements

- A. The Design Review Board (DRB) will require all applications and plans be received thirty (30) days prior to the next meeting.
- B. All exhibits required for the permanent file (noted in the following paragraphs) must be folded into an 8 ½ x 11 sized paper. However, larger mounting boards, material samples, or other exhibits not meeting these criteria may be used for DRB presentation.
- C. Eleven (11) sets of plans should be submitted to the Board through the Planning & Zoning Administrator.
- D. An adequate number of photographs are required to illustrate the site, including buildings and other existing features as well as adjacent properties.

II. Building Construction, Exterior Remodeling, and Additions Submittal Requirements

- A. A site plan is required containing the following information:
  - 1. scale and north arrow
  - 2. project name and site address
  - 3. all property and street pavement lines
  - 4. existing and proposed contours
  - 5. gross area of tract stated in square feet
  - 6. parking proposed
  - 7. proposed ingress and egress, delineated with directional arrows
  - 8. designation of required buffer screens (if any) between parking areas and adjacent property
  - 9. existing and proposed landscaping
- B. Complete elevations are required containing the following information:
  - 1. scale
  - 2. all signs to be shown on the elevation
  - 3. changes in ground elevation
  - 4. type, color, and texture of all primary materials to be used;
  - 5. fenestration, doorways, and all other projecting and receding elements
- C. Material samples (required for all exterior materials)

III. Free-standing Ground Sign Submittal Requirements

- A. A site plan is required containing the following information:
  - 1. scale and north arrow;
  - 2. address of the site;
  - 3. all property and street pavement lines;
  - 4. proposed ingress and egress, including on-site parking areas, parking stalls, and adjacent streets;
  - 5. location and height of all existing and proposed signs on the site, showing required setbacks
- B. Material samples are required for components

IV. Wall Sign Submittal Requirements

- A. A scaled drawing of each face of the proposed wall sign is required showing the following information:
  - 1. all size specifications, including the size of letters and graphics;
  - 2. description of sign and frame materials and colors;
- B. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.
- C. Material samples are required for all components.

Submission Requirements  
**DESIGN REVIEW BOARD**

V. Lighting Submittal Requirements

- A. A site plan is required containing the following information;
  - 1. scale and north arrow;
  - 2. project name and site address;
  - 3. all property and street pavement lines;
  - 4. proposed ingress and egress to the site, including on-site parking areas, parking stalls, and adjacent streets;
  - 5. location of all existing and proposed lighting standards.
- B. A scaled drawing of the proposed lighting standard is required.

Section 1103.12  
**STANDARDS FOR DESIGN REVIEW**

- (a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at variance with existing commercial or industrial structures within the Design Review District.
- (b) In conducting this review, the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:
  - 1. Building height.
  - 2. Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.
  - 3. Fenestration to include the size, shape and materials of individual windows or door units and the overall harmonious relationship of window, door or other openings within the building facade.
  - 4. Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.
  - 5. Roof shape which shall include form and material.
  - 6. Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.
  - 7. Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.
  - 8. Pedestrian environment which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
  - 9. Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.
  - 10. Signage and graphics to include building and site graphic displays.