

AGENDA #:

**DESIGN REVIEW BOARD APPLICATION**

**MEETING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF REVIEW: FINAL \_\_\_\_\_ COURTESY \_\_\_\_\_ CASE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***PROJECT INFORMATION***

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERLAY/FORM BASED CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAS LDP/BUILDING PERMIT BEEN SUBMITTED FOR REVIEW? YES \_\_\_\_ NO\_\_\_\_\_\_

PROJECT TYPE (CHECK ONE): SITE/LANDSCAPE \_\_\_\_\_\_\_\_\_\_\_

BUILDING \_\_\_\_\_\_\_\_\_\_\_

SALES TRAILER \_\_\_\_\_\_\_\_\_

 DEMOLITION \_\_\_\_\_\_\_\_

ZONING/USE PERMIT/VARIANCE \_\_\_\_\_\_\_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CONTACT PERSON NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT’S SIGNATURE**: *To the best of my knowledge, this application is correct and complete. I understand that I, or my representative should be in attendance at the Design Review Board meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at 6:00pm, to present this project. To the best of my knowledge, I have met all applicable Overlay/Form Based Code conditions (Hwy 9/Deerfield, Birmingham, Crabapple, Rural Milton.)*

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

 **DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS**

Please see the list below for materials required according to the type of review. All site plans and building plans shall be drawn to scale. Mounted drawings and sample boards showing materials, colors, etc. may be brought to the meeting for your presentation. Please fold all large drawings down to 81/2 by 11 size and collate all materials. 11x17 ‘booklets’ are acceptable as well. **Incomplete submittals will not be accepted for review.**  If you have any questions, please contact Cody Hendrix at 678 242 2513.

***SITE PLAN/LANDSCAPE PLAN REVIEW—9 sets***

Construction drawings, as required for LDP, including, but not limited to:

* Site location map(atlas map)
* Aerial map (Google)
* Acreage, density, adjacent zonings
* Zoning conditions (if any)
* Building footprint, square footage
* Grading, storm water plan, detention/retention areas
* Location of streams, stream buffers
* Roadways, parking areas, driveways, sidewalks, bike paths, pedestrian paths
* Dumpster enclosure detain/ location
* Landscape plan showing location, size and type of specimen and recompense trees, as well as other plantings
* Site lighting with photometric drawings , lighting fixture details
* Retaining wall(s) location and material details
* Fencing location and detail(s)
* Bike rack location and detail
* Mail kiosk location and detail (If applicable)

***BUILDING REVIEW—9 sets***

* Site location map(atlas map)
* Aerial map (Google)
* Site plan
* Colored renderings of all facades
* Line drawings of all elevations with heights, and materials labled
* Locations of roof top equipment, satellite dishes, antennas,vents,exhausts (as applicable)
* Site line study showing that rooftop units are not visible from adjoining roads (if applicable)
* Location, details of lighting fixtures
* Dumpster enclosure details (If applicable)
* Mail kiosk details (If applicable)
* Sample board showing materials, colors, etc. (Bring to the meeting)

***SALES TRAILER—9 sets***

* Site location map(atlas map)
* Aerial map (Google)
* Site plan showing location of sales trailer, setbacks, parking, etc.
* Landscape plan
* Picture and/or construction details of trailer

***DEMOLITION REVIEW—9 sets***

* Site location map(atlas map)
* Aerial map (Google)
* Site plan, indicating structure(s) to be demolished and the location of specimen trees, erosion control, tree save fencing
* Pictures of structure(s) to be demolished

***VARIANCE/USE PEMIT/REZONING—9 sets***

* Site location map(atlas map)
* Aerial map (Google)
* Acreage, density, existing site conditions
* Conceptual site plan showing location of buildings, detention areas, streams/stream buffers, specimen trees, roads, parking, driveways, sidewalks, etc.
* For commercial/multifamily/townhome uses: conceptual renderings of buildings, square footages
* For sign variance: site line study showing view of signs from adjacent roads
* For stream buffer variance: mitigation plan