



# Design Review Board Application

DRB # \_\_\_\_\_

Completed applications must be received at the Building Office by 12:00 noon, ten (10) working days before the scheduled meeting. The DRB meets the 1<sup>st</sup> Wednesday of the month at 5:30PM, at City Hall, 118 Arizona Street. **A non-refundable filing fee of \$25.00 must accompany the application. A non-refundable fee of \$100.00 will be required for an application that requires City staff to notify property owners within 300 feet of the subject property including those for new construction, demolition, an increase in height of an existing building, or the substantial modification to a building that has been designated as having special significance or as a contributing structure within the District.** If the applicant or designated representative is not present at the hearing, the Board may table the application if it requires additional information.

***DRB APPROVAL DOES NOT MEAN APPROVAL FOR A BUILDING PERMIT - \*\*A separate building permit must be obtained within one year.***

Date:	Year Built:	Parcel #:	Phone:
Property Owner:		Mailing Address:	
Property Address:		Representative:	
Short Description of work to be done:			
As applicant for approval by the Design Review Board, I hereby affirm that this application includes an accurate description of the proposed improvements. I understand that I can only obtain a building permit for construction or improvements that are substantially in conformance with this application, as approved. If this project is altered, I will re-apply for additional approval.			
_____ Signature of owner or representative	_____ Date:	_____ Chair Signature	_____ Date:
		<b>Design Review Board Action</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
DRB Conditions:			
<b>ADMINISTRATIVE APPROVAL</b>			
_____ Name and Title		_____ Date:	
Conditions: _____			
_____			

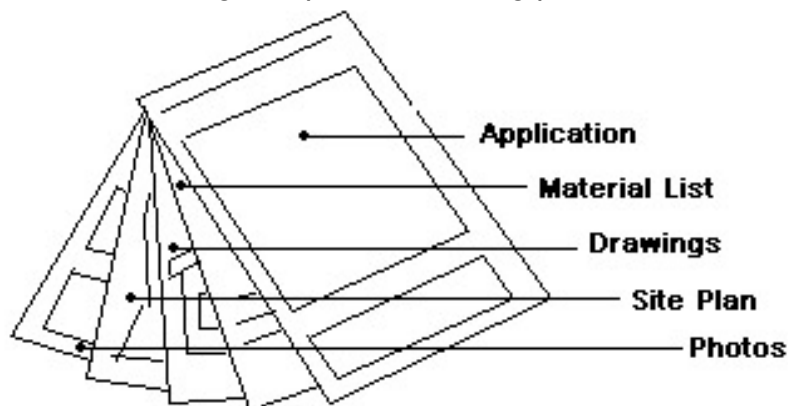
## Submittal Requirements

Nine (9) Packets containing the front side of application form and one each of the items below must be turned in and ready for distribution to the Board. Incomplete applications will be returned by mail and will not be reviewed. Agendas are prepared and mailed the Thursday following submittal deadline. Therefore, applications received late or incomplete cannot be added and will have to be reviewed at the following months meeting.

### Submittal documents

#### Check List

- 1. List of exterior materials IE: Type of siding, roofing material type etc.
- 2. Detailed elevation drawing with dimensions, window type, door type, siding type, railing type, etc.
- 3. An Assessors map of the subject property. On this map outline the subject structure to be remodeled or constructed. This will serve as your site plan. Assessor's maps are available at the County Assessors office at 1415 Melody Lane.
- 4. Photographs of the building and photos showing portions of the building which will be affected.



### Exterior Changes Requiring DRB Consideration

- All exterior changes except replacement of features in kind (Same material, style, etc) This includes room additions, new roofline, new porches, new awnings etc.
- Fences and walls

Any applicant dissatisfied or aggrieved by the Design Review Boards decision may appeal the decision to the City Council by filing a written notice of appeal with the City Clerk within thirty (30) days from the date of the Design Review Boards Decision.

A copy of the application will be retained in the building inspection file.