



CITY OF BISBEE
DESIGN REVIEW BOARD
APPLICATION PACKET

76 Erie Street Bisbee, AZ 85603

TELEPHONE: 520-432-6000
FAX: 520-432-6069

www.BisbeeAZ.gov

FACTS TO KNOW

BACKGROUND: Architectural Design Review is intended to encourage and enhance the historical character and natural attractiveness of the City of Bisbee. It is a recognized fact that part of the economic well-being of the City depends upon its tourism development. It is also the intent of this district to protect the City's unique architecture and items of historical significance from the effects of inharmonious, bizarre, and out-of-scale development. Architectural Design Review requires a review of the exterior design for all buildings, structures, or appurtenances which are to be erected, constructed, converted, established, altered, or enlarged within those districts subject to Architectural Design Review, by the Design Review Board 3.5.1.

Requirements pertaining to Architectural Design Review for Historic Preservation (HP) Overlay District are contained in the Zoning Code under Article 3.5

BISBEE HISTORICAL REVIEW BOARD (DRB): The DRB is a seven (7) member board. The members shall serve without compensation and must all be residents of the City of Bisbee. A majority must be residents or property owners of the Historic Preservation (HP) District.

DRB GUIDELINES: The guidelines were completed in February 1991 and were adopted by City Council -Resolution R-91-02 on March 19, 1991. The Arizona Planning Association awarded the Guidelines "Best Ordinance/Resolution" in the state for 1991. (The Guidelines are in the process of being updated).

DRB PUBLIC HEARING: Certain applications for work that may have a greater potential to impact the character of the historic district shall require additional notification, to be completed by City Staff, prior to presentation to the Design Review Board. These shall include the **following proposed activities**: - *the construction of a new building or structure within the district, other than the construction of a sign, fence, or wall*; - *the demolition of any building or structure, or significant part of any building other than minor storage facilities or accessory building*; -*any substantial modification to any building or structure that has been designated as having special significance or as a contributing structure within the district.*

Written notification of the application, including a description of the proposed action and a drawing depicting the proposed exterior elevations must be mailed by first class mail to all property owners located within 300 feet of the subject property not less than fifteen (15) days prior to the Design Review Board hearing. The subject property must be posted with this same information for this same time period.

DRB APPEAL: Any applicant for Design Review Board approval or any other person that is dissatisfied or aggrieved by the decision of the Design Review Board may appeal the decision to the Board of Adjustment by filing a written Notice of Appeal no later than thirty (30) days from the date of the Design Review Board's decision. Any such Notice of Appeal shall include a detailed explanation of the basis of the appeal and copies of all documents which the appellant wishes to have the Board of Adjustment consider in any appeal.

The Board of Adjustment shall review the decision of the Design Review Board and the record presented to it **and may affirm, reverse, or modify any such decision.** The appellant and any other aggrieved party, including members of the Design Review Board, may be heard in any appeal to the Board of Adjustment during the time scheduled for any such appeal.

DRB APPLICATION SUBMITTAL CHECKLIST

DRB APPROVAL DOES NOT MEAN APPROVAL FOR A BUILDING PERMIT- A SEPARATE BUILDING PERMIT MUST BE OBTAINED WITHIN ONE (1) YEAR.

THE FOLLOWING APPLICATION MATERIALS MUST BE SUBMITTED:

To ensure completeness, please check off each box under the letter "A" (Applicant) as each item is completed. Please submit this checklist with your application. The city will check off each box under the letter "C" (City) as each item is verified as complete.

Please provide **9 copies** on 8 ½" x 11" paper (or if a larger size, folded to 8 ½" x 11") collated and stapled into individual packets.

- | | | | | |
|--------------------------|---|--------------------------|---|--|
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | DRB APPLICATION FORM AND PROJECT DESCRIPTION QUESTIONNAIRE |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | LOCATION MAP (EXAMPLE GIVEN IN PACKET) |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | SITE SKETCH (EXAMPLE GIVEN IN PACKET WITH ITEMS TO BE INCLUDED) |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | ARCHITECTURAL BUILDING ELEVATIONS AND SIGN DETAILS. INCLUDE DIMENSIONS, MATERIALS AND EXTERIOR LIGHT FIXTURES. FOR NEW SIGN INCLUDE EXACTLY HOW THE SIGN IS TO BE MOUNTED AND/OR SUPPORTED. FOR PROJECT-SPECIFIC INFORMATIONAL REQUIREMENTS, PLEASE REFER TO THE PROJECT DESCRIPTION QUESTIONNAIRE |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | PHOTOGRAPHS: REQUIRED FOR ALL APPLICATIONS FOR ALTERATIONS TO AN EXISTING STRUCTURE. PHOTOGRAPHS MUST BE CLEAR AND LABELED WITH APPLICATION ADDRESS OR CONTECTUAL ADDRESS |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | EXTERIOR ELEVATIONS (INCLUDE ALL AFFECTED SIDES OF THE BUILDING AND WINDOW PLACEMENT. ALL MATERIAL <u>MUST BE LEGIBLE.</u> (REDUCED SETS SHOULD MAINTAIN A FONT SIZE OF 12) |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | DOOR AND WINDOW (MUST INCLUDE WINDOW TYPE (NUMBER OF LIGHTS, DIMENSIONS, MATERIALS, MANUFACTURES TYPE NAME AND TYPE NUMBER) (DESIGN GUIDELINES PAGE 8 COMMERCIAL WINDOWS/DOORS – PAGES 19 AND 20 RESIDENTIAL WINDOWS/ DOORS)) |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | FOR NEW CONSTRUCTION AND/OR ADDITIONS GREATER THAN 120 SQ. FT. IN SIZE, PROVIDE ONE (1) SET OF SCALE PLANS. |
| <input type="checkbox"/> | A | <input type="checkbox"/> | C | FILING FEES (CHECKS SHOULD BE PAYABLE TO THE CITY OF BISBEE) |

**CITY OF BISBEE
HISTORIC DISTRICT BOARD**

**76 Erie Street
Bisbee, AZ 85603
Telephone: 502-432-6000
Fax: 520-432-6069**

DRB No. _____
Date Filed _____
Fee \$ _____
Contributing/Non-Contributing _____
Commercial/ Residential _____
Received by _____

Office Use Only

DRB APPLICATION FORM

Name of Applicant	Name of Property Owner(s)	Name of Representative if other than the Applicant
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number

Assessor's Parcel Number(s) (from County Tax Bill) _____ Year Built: _____

Parcel Size _____ <input type="checkbox"/> Square Feet _____ <input type="checkbox"/> Acres	Street Address of Project _____
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TYPE OF DEVELOPMENT

(Check appropriate boxes)

- Demolition. Please indicate the type and extent of demolition. (See next page)
- Construction and/or Moving of a structure.
- Addition to a structure.
- Exterior finishes (Including fenestration, doors, trim, etc.).
- Construction, installation, relocation, or alteration of outdoor advertising sign. Outdoor lighting.
- Stairways, Retaining Walls, and Fences.
- Solar Panels.
- Other (Explain). _____

If you need more room, please attach additional sheets

PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relay information to the Design Review Board. Please answer all questions. For those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A". NOTE: **The more complete and clear, the more quickly your application can be processed.**

1. Describe your project in detail.

- **For new signs**, provide scaled drawings, provide wording, font style, dimensions, materials, and mounting detail. Indicate specific location on site plan. (**Design Review Board Guidelines page 28**)
- **For new copy on existing signs**, provide wording, graphics, font style, and photographs of existing sign(s).
- **For exterior lighting**, include description/detail of fixtures and indicate locations on the site plan.
- **For new construction**, additions, or architectural alterations, include plans, elevations, dimensions, height(s), materials, finishes, trim and window details.
- **For stairways, retaining walls and fences**, provide dimensions, location, and materials.
- **For demolition**, identify the items to be demolished, the percentage of the structure(s) to be demolished, and explain reason for demolition.

2. If the project includes new construction, please provide the following information:

- What is the total lot area presently covered by building(s), decks, and other structures? _____ sq. ft.
- What is the Primary Structure total floor area (livable sq. ft.) on the property? _____ sq. ft.
- What is the total floor area on the parcel that is devoted to residential use? _____ sq. ft.

If you need more room to answer any question, please attach additional sheets

CERTIFICATION AND SITE VISIT AUTHORIZATION

- 1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, are complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application.
- 2. Any changes to my application will result in its delay. Note: that **NO** changes will be made at the Design Review Board Meeting.
- 3. I hereby grant permission for the Design Review Board and the City Planner if necessary to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW.

AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Owner

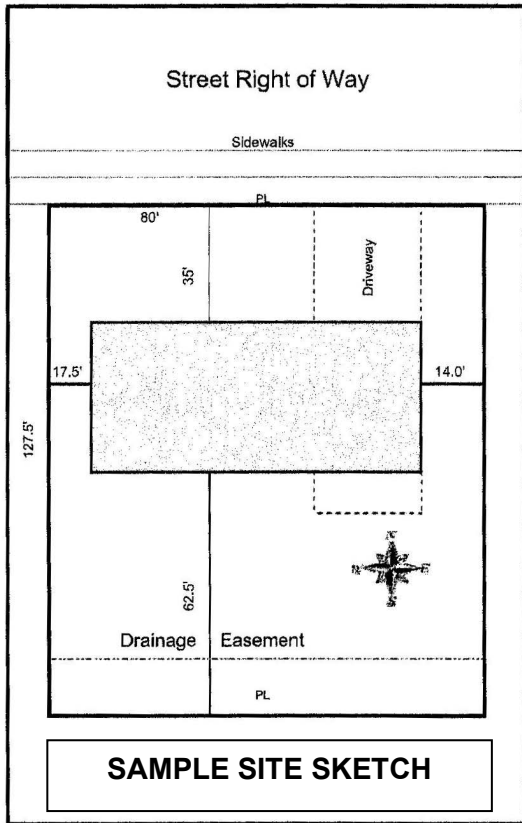
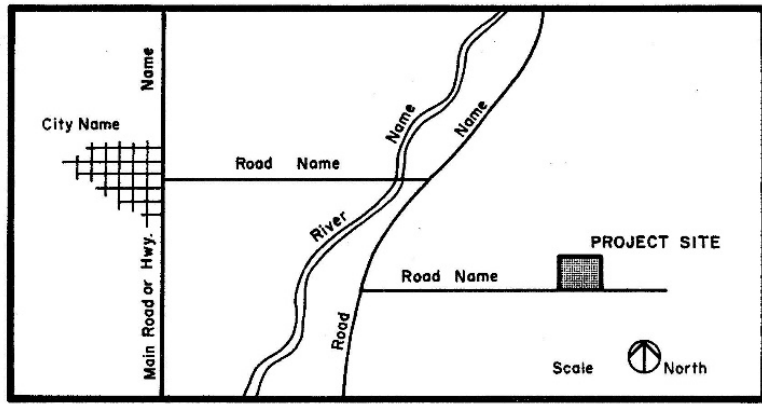
Date

CONTACT INFORMATION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

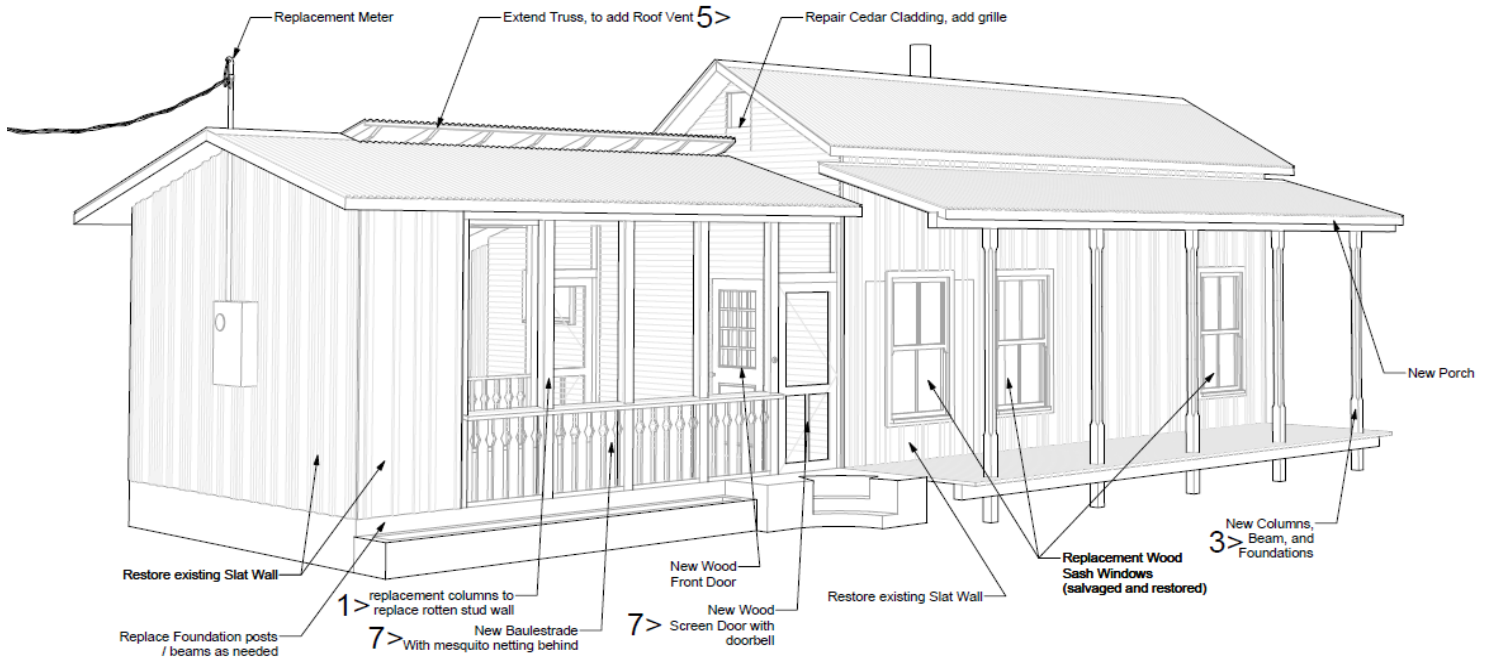
Name	Name	Name
Email Address	Email Address	Email Address

Sample Location Map



ALL MAPS TO INCLUDE:

1. Parcel Shape and Dimensions
2. North Arrow and Scale
3. All Existing Buildings
4. Driveways and Parking Areas
5. Proposed work with dimension to plot lines, and scale
6. Proximity to proposed structure



SAMPLE ELEVATIONS



- Take a few photos of the house or property that clearly show the structure to be remodeled and print those out
- Place trace-paper over the photographs and trace the outline of the features of the house as it is
- Using an alternate color pen, draw over the house the element that will be new, replaced, changed, or demolished. You can try different techniques to find one that most clearly shows your intent

Bisbee Historic Review Board

Application Submittal Process

To Expedite the review process please submit the completed application forty-five (45) days before a regularly scheduled meeting. The DRB meets the 1st Wednesday of the month at 5:30PM.

A non-refundable filing fee of \$75.00 must accompany the application. A non-refundable fee of \$125.00 will be required for an application that requires City staff to notify property owners within 300 feet of the subject property.

If the applicant or designated representative is not present at the meeting, the Board may table the application if it requires additional information.

The purpose of these guidelines is to make clear the various elements and level of clarity needed in order for an application to be considered complete and accepted for placement on the Design Review Board agenda. Following this process will make the review of your application easier for board members. If you have any questions, do not hesitate to contact the City Planner at the address below.

1. Applications must be legible – either typed or neatly printed
2. Drawings and plans shall be detailed and clear in a manner such that all aspects of the proposal are defined
3. Provide before and after plans of proposals where appropriate (i.e., additions, remodeling where locations of windows, doors, etc. would change)
4. Dimensions of all proposed construction, demolition and modification shall be provided both on the plans and in the project description
5. Detailed description of materials to be used in the proposed work
6. Project location must be indicated on the map included with the application
7. Please double check address and Assessor's Parcel Number

Failure to observe these guidelines could result in the application being rejected as incomplete until the deficiencies are resolved.

Thank you for your cooperation.
City of Bisbee
Bisbee Design Review Board
76 Erie Street Bisbee, AZ 85603
Tel. 520-432-6000

DRB # _____

ADMINISTRATIVE APPROVAL

ADDENDEUM

(Additional materials, omitted, or added after the application was reviewed)

NAME AND TITLE: _____

DATE: _____

SIGNATURE: _____

CONDITIONS/NOTES:

DRB # _____

DESIGN REIEW BOARD ACTION

APPROVED

DISAPPROVED

DATE: _____

NOTES:
