



## CITY OF BISBEE

# DESIGN REVIEW BOARD APPLICATION PACKET

118 Arizona Street, Bisbee, AZ 85603 –TELEPHONE: 520-432-6000 -[WWW.BISBEEAZ.GOV](http://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. ***"Development Standards for Bisbee, AZ Historic District" were adopted by City Council on February 7, 2023, Resolution R-23-03. They will be in effect as of April 1, 2023.***

**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.

# **Bisbee Historic Review Board Application Submittal Process**

To Expedite the review process please submit the completed application (including all items in the attached in the submittal checklist if applicable) to the City of Bisbee. All general applications must be received at City Hall no less than fifteen (15) calendar days prior to the next regularly scheduled meeting of the Historic District Design Review Board in order to be presented at the next meeting.

Certain applications, for work that may have a greater potential to impact the character of the historic district require additional notification, to be completed by City staff, prior to the presentation to the Historic District Design Review Board. In those cases, the application packet must be received no less than thirty (30) calendar days prior to the Historic District Design Review Board meeting where a public hearing will be held.

Staff reviews applications for completeness within five (5) days of submittal. Within those five (5) days the application is given to the Historic Design Review Board for review and if the application is not complete, the applicant will be notified as to what information is missing and is allowed five (5) days to submit the additional information without interruption of the application process.

The Historic District Design Review Board renders its decision based on whether the proposal meets the applicable criteria. During the meeting if the Historic District Design Review Board determines that an applicant's submittal does not accurately, sufficiently, or definitively document the work proposed in the application, the Historic District Design Review Board may deny the application or elect to defer its decision until such time that the applicant has furnished satisfactory documentation.

If after the application is submitted and significant changes are needed the applicant must provide an amended submittal to the Historic District Design Review Board prior to approval of the application. Significant changes presented at the meeting without prior submittal will be deferred until the Board has had adequate time to review the changes.

Please provide nine (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. **IF YOUR APPLICATION IS BEING CONSIDERED FOR ADMINISTRATIVE APPROVAL YOU WILL NOT NEED TO PROVIDE NINE (9) COPIES UNLESS YOU ARE INSTRUCTED TO PROVIDE THEM.**

The City of Bisbee can make copies of the initial packet at a charge of \$0.25 cents per page times 8 copies; this cost is in addition to the filing fee.

Only pages four (4) through seven (7) as well as the provided documents will be needed for the above mentioned copies.

**FAILURE TO COMPLY WITH THE SUBMITTAL CHECKLIST COULD RESULT IN THE APPLICATION BEING REJECTED BY THE HISTORIC DISTRICT DESIGN REVIEW BOARD AS INCOMPLETE UNTIL THE DEFICIENCIES ARE RESOLVED.**

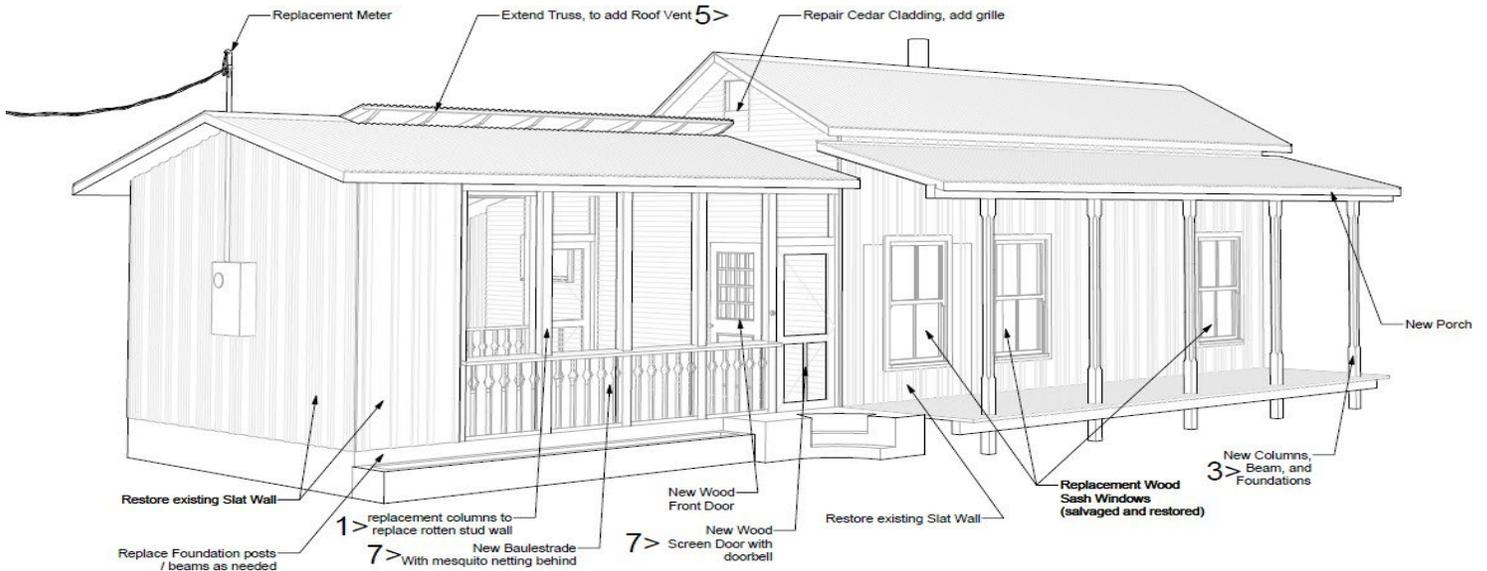
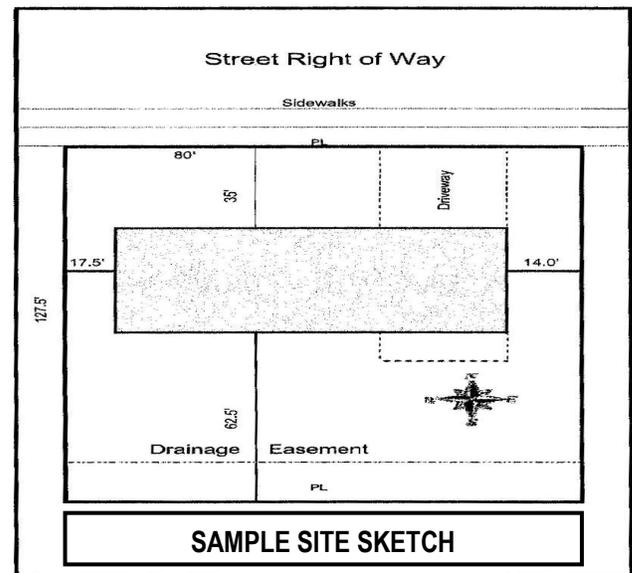
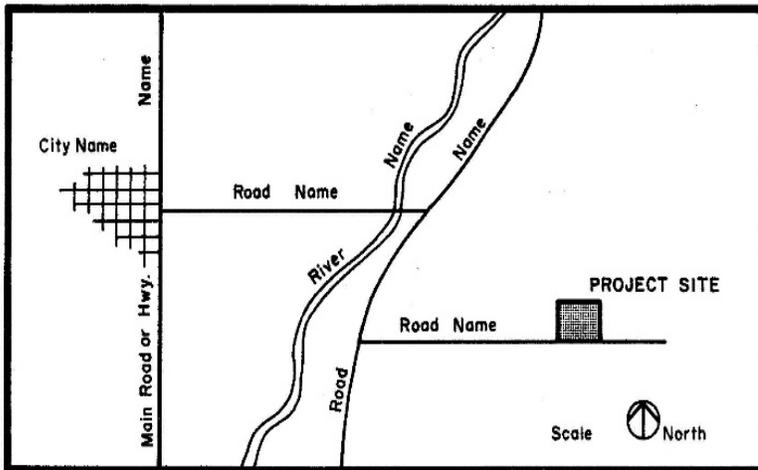
**PLEASE NOTE: THAT ALL DESIGN REVIEW BOARD APPLICATION APPROVALS WILL BE VALID FOR SIX (6) MONTHS ONLY UNLESS IT IS FOR NEW CONSTRUCTION, THEN THE APPROVAL WILL BE VALID FOR ONE (1) YEAR.**

**AN EXTENSION CAN BE REQUESTED PRIOR TO THE EXPIRATION OF THE VALID APPROVAL PERIOD FOR A PERIOD OF THREE (3) MONTHS FOR A FEE OF \$25.00.**

**ANY AMENDMENTS TO AN ALREADY APPROVED DESIGN REVIEW BOARD APPLICATION WILL NOW BE CHARGED A FEE OF \$25.00.**

***Thank you for your cooperation.***

## Sample Location Map



## 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.

**CITY OF BISBEE  
HISTORIC DISTRICT BOARD**

**118 Arizona Street  
Bisbee, AZ 85603  
Telephone: 502-432-6000**

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	

**TYPE OF DEVELOPMENT (Check Appropriate boxes)**

- Demolition, Please indicate the type and extent of demolition (See Page 6 Project Description Questionnaire)
- Construction and/or Moving of a structure
- Addition to a structure
- Exterior finishes (Include 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*

**ACKNOWLEDGMENT REQUIRED (Please Initial) Applicant / Homeowner will need to initial**

_____ (Applicant)	Any deviation from the approved scope of work for a project; to include but not limited to product or material changes will require the applicant to contact the Building Official with the new scope of work for the project, product, or material changes along with an explanation for the deviation/change. Those deviations/changes may require the applicant to go back before the Design Review Board for additional approval. <b>Zoning Code 3.5.2 Review Requirements and Procedures (E)</b> The Building Official is authorized and required to stop any work attempted to be done without or contrary to the approval of the Design Review Board and shall cite any violator into magistrate court.
_____ (Homeowner)	

# DRB APPLICATION SUBMITTAL CHECKLIST

**DRB APPROVAL DOES NOT MEAN APPROVAL FOR A BUILDING PERMIT- A SEPARATE BUILDING PERMIT MUST BE OBTAINED WITHIN SIX (6) MONTHS UNLESS IT IS FOR NEW CONSTRUCTION THEN A BUILDING PERMIT MUST BE APPLIED FOR 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.*

A  C DRB APPLICATION FORM AND PROJECT DESCRIPTION QUESTIONNAIRE (Applications must be legible – either typed or neatly printed / Project location must be indicated on all maps included with the application / Double check address and Assessor's Parcel Number)

A  C LOCATION MAP (EXAMPLE GIVEN IN PACKET)

A  C SITE SKETCH (EXAMPLE GIVEN IN PACKET WITH ITEMS TO BE INCLUDED)

A  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.

A  C PHOTOGRAPHS: REQUIRED FOR **ALL** APPLICATIONS FOR ALTERATIONS TO AN EXISTING STRUCTURE. PHOTOGRAPHS MUST BE CLEAR AND LABELED WITH APPLICATION ADDRESS OR CONTECTURAL ADDRESS.

A  C EXTERIOR ELEVATIONS (INCLUDE ALL AFFECTED SIDES OF THE BUILDING AND WINDOW PLACEMENT. ALL MATERIAL **MUST BE LEGIBLE**. (REDUCED SETS SHOULD MAINTAIN A FONT SIZE OF 12).

A  C DOOR AND WINDOW (MUST INCLUDE WINDOW TYPE (NUMBER OF LIGHTS, DIMENSIONS, MATERIALS, MANUFACTURES TYPE NAME AND TYPE NUMBER). **DESIGN STANDARDS PAGES 27/42 DOORS (RESIDENTIAL/COMMERCIAL) AND 26/42 WINDOWS (RESIDENTIAL/COMMERCIAL).**

A  C FOR NEW CONSTRUCTION AND/OR ADDITIONS GREATER THAN 120 SQ. FT. IN SIZE, PROVIDE ONE (1) SET OF SCALE PLANS.

A  C FILING FEES (CHECKS SHOULD BE PAYABLE TO THE CITY OF BISBEE)

## PLEASE NOTE:

- ⇒ Drawings and plans shall be detailed and clear in a manner such that all aspects of the proposal are defined.
- ⇒ Provide before and after plans of proposals where appropriate (i.e., additions, remodeling where locations of windows, doors, etc. would change).
- ⇒ Dimensions of all proposed construction, demolition and modification shall be provided both on the plans and in the project description.
- ⇒ All Maps to Include: Parcel Shape and Dimensions, North Arrow and Scale, All Existing Buildings, Driveways and Parking Areas, Proposed work with dimension to plot lines, and scale and Proximity to proposed structure.

# 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 Standards page 43**)
- **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*



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

ADMINISTRATIVE APPROVAL  DATE: \_\_\_\_\_ DATE APPROVAL ENDS: \_\_\_\_\_  
(SIX (6) MONTHS UNLESS IT IS NEW CONSTRUCTION THAN ONE (1) YEAR)

NAME/ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CONDITIONS/NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESIGN REVIEW BOARD ACTION  APPROVED  DISAPPROVED DATE: \_\_\_\_\_

CONDITIONS/NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMENDMENT(S) APPROVAL  DATE: \_\_\_\_\_ RECEIPT-FEE PAID: \_\_\_\_\_  
(Additional materials, omitted, or added after the application was reviewed)

EXTENSION APPROVAL  END DATE: \_\_\_\_\_ RECEIPT-FEE PAID: \_\_\_\_\_  
(ONE TIME EXTENSION OF THREE (3) MONTHS)

NAME/ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CONDITIONS/NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_