



Application Packet: Design Review Board

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

PROCESS

Most decisions are issued within 45 days of application submittal

- Applicant submits application (including all items in the attached checklist) to City of Bisbee at 915 S. Tovreaville Road, Bisbee, AZ 85603
- Staff reviews application for completeness within 10 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 15 days to submit the additional information; without interruption of the application process.
- After all required information is submitted, the application is deemed complete and staff sets the date for the public hearing at the next available Design Review Board meeting. Notice of the hearing is sent to the applicant, property owner and property owners within 300 feet. **NOT LESS THAN 15 DAYS PRIOR TO DRB HEARING.**
- Staff prepares posting sign(s) and sends notice of posting requirements to the applicant.
- Applicant posts sign(s) along street frontage(s) of property 15 days prior to hearing.
- The Design Review Board holds the public hearing. Staff presents the staff report, followed by testimony from applicant, proponent(s), opponent(s) and rebuttal.
- The Design Review Board renders their Decision based upon whether the proposal meets the applicable criteria.
- Staff sends copy of Decision (*noting 30-day appeal period*) to applicant, property owner and property owners within 300 ft.
- If no appeal is filed, and the Board of Adjustment does not initiate review of the application (in the case of Demolition and New Construction), the Major Historic Design Review Board decision becomes effective.

Design Review Board Worksheet

Site Address: _____

Resource Status: Contributing Non- Contributing

Chose One: Commercial Residential

Replacement, Alteration, Restoration or Addition of:

Architectural Feature:

- Awning
- Door
- Exterior Trim, Lintel
- Other architectural feature
- Roof/Cornice
- Masonry/Siding
- Storefront
- Window(s) Number of windows: _____

Landscape Feature:

- Fence
- Streetscape
- Other Site feature (describe) _____

New:

- Addition
- Accessory Structure
- Sign
- Mural
- Accessibility Ramp
- Energy Improvements
- Mechanical Equipment
- Primary Structure

Will the proposed alteration be visible from **any** public right-of-way? Yes No

Project's Existing Material: _____ Project's New Material: _____

Project Description

Briefly provide an overview of the type of work proposed. Please attach any additional information (i.e., product specification sheets) that will help staff and the DRB clearly understand the proposed work:

Signature of Applicant

Date Submitted/Signed



COMMUNITY
DEVELOPMENT
Planning and Zoning

Design Review Board Application

DRB # _____

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 5:30 PM, at City Hall, 915 S. Tovreaville Road, Bisbee, AZ 85603. **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** 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: _____
		Design Review Board Action	
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
DRB Conditions:			
ADMINISTRATIVE APPROVAL			
_____		_____	
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 not be reviewed. Agendas are prepared and mailed the _____ prior to the meeting. Therefore, applications received less than 45 days prior to the next regularly scheduled meeting may not be added and will have to be reviewed at the following months meeting.

Submittal documents

Check List

- An application for Design Review approval which includes the applicant's name, mailing address, location of property, legal description of property and other information deemed necessary by the Building Inspector and the Design Review Board.
- Adequate illustration of the building or structure's character and treatment to scale through elevations of the front, sides and rear of the building. The maximum heights of all structures shall be included.
- A site plan, to scale, showing area covered by the building or structure, parking areas, and landscaping treatment and any other information pertinent to understanding the application.
- A list of exterior materials. In case of a sign, the method of attachment.
- A copy of the assessor's map of the property.
- Photographs of the building and of neighboring structures, upon request from the Building Inspector.

Exterior Changes Requiring DRB Consideration

- Exterior Construction, Reconstruction, Alterations or Structural Changes
(This includes room additions, new roofline, new porches, fences, new awnings etc.)
- Any exterior changes, requiring a building permit or not, must have approval of the Design Review Board prior to the commencement of work.
- Prior to the change of any building's exterior features, by remodeling or alteration, and prior to any new construction within the District, the property owner, or his designated agent, shall secure the approval of the Design Review Board. For commercial buildings located within the portion of the District that is officially included within the National Register of Historic Places, each property owner shall obtain specific approval from the Design Review Board prior to painting or re-surfacing any existing, unpainted brick structures and prior to covering or altering any of the existing signs painted on the building facades in this area.

Any applicant dissatisfied or aggrieved by the Design Review Boards decision may appeal the decision to the Board of Adjustment 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.