



DESIGN REVIEW APPLICATION REQUIREMENTS

ALL SUBMITTALS **MUST BE COMPLETE**
APPLICATIONS SHALL BE SUBMITTED ON THE [PERMIT PORTAL](#)

ALL APPLICATIONS

- [Applicant Contact List](#)
- Current color photographs of the property and/or structure, particularly the front and any side or features affected by the proposed project, and accurately represents the present condition, materials and textures

SIGNS

- Scaled color rendering, showing sign details including dimensions, lighting, style and spacing of letters, method of support, materials, and finishes
- Scaled color elevations or photo-simulation, showing the size of the sign in relation to the building, the location of the sign, attachment method and materials; complete with dimensions showing ground clearance

MINOR* AND SUBSTANTIAL APPLICATIONS†

- Scaled site plan showing streets, existing structures, and all proposed project elements
- Scaled elevations showing complete architectural details and including all exterior equipment and appurtenances located on the roof, the walls, and the ground; identify and describe all existing and proposed materials and finishes
- Cut sheets or catalog data on all visible fixtures and devices showing size, form, quantity, color, type of material, height, location, and method of installation

ADDITIONAL ITEMS FOR SUBSTANTIAL APPLICATIONS

- Applicant’s Proposal Self-Assessment
- Site plan showing exterior lighting, service equipment, signs, fences, walls, and other equipment or construction
- Cut sheets, catalog data, or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights
- Cut sheets, catalog data, or other material showing each type of new or replacement window and/or door, its size, shape, material, and method of installation
- If applicable, landscaping plan showing the size, location, and species of all plant material; a schedule showing the type of plant, number, size at installation (height/caliper), size at maturity (height/caliper)

DEMOLITIONS

- Documentation of the economic or structural infeasibility of restoration and preservation

*Minor Applications	*Substantial Applications
1. Awnings 2. Roofing 3. Fencing 4. Railings 5. Walls	1. Construction of a new building or accessory structure 2. Any addition or alteration of an existing structure that increases or decreases the square footage in that structure or otherwise alters its size, height, contour, or outline. 3. Change or alteration of a structure’s architectural style. 4. All other items as defined in the ordinance