



## Downtown Design Review Application

\_\_\_\_\_   
Date

\_\_\_\_\_   
Name of Project

\_\_\_\_\_   
Received by:

### Applicant's Information

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_

### Owner's Information

*(If Different from Applicant)*

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_

### Project Information

Application Date: \_\_\_\_\_

Project Location \_\_\_\_\_

*(Indicate street frontage, nearest intersection, and address, if assigned.)*

Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Overlay Area: \_\_\_\_\_

*(If applicable)*

**Project Type:**    New Construction    Addition/Alteration    Addition/Alteration in an Historic District

*(Circle all that apply)*

**Building Type:**    Workplace    Storefront    Live/Work    Attached House    Detached House

*(Circle all that apply)*    Accessory Building    Civic

- Design Review Process:**
- Step 1: Initial Meeting;
  - Step 2: Application;
  - Step 3: Site Visit;
  - Step 4: Preliminary Review by Planning Dept;
  - Step 5: Design Review Committee Meeting; and
  - Step 6: City Council Review/Appeal.



**Application Submittal Requirements**

The following checklist is to aid the applicant in providing the necessary material for submittal to the Design Review Board. As each requirement is submitted, the project manager will initial below that the necessary materials from the applicant have been received. The applicant will sign and date that the application has been completed in its entirety.

FILE NUMBER \_\_\_\_\_

PLANS RECEIVED \_\_\_\_\_

<b>Project Manager Initials</b>	<b>Application Submittal Requirements</b>
_____	<input type="checkbox"/> Design Review Application Form
_____	<input type="checkbox"/> 13 sets of plans
_____	<input type="checkbox"/> Description of Work
_____	<input type="checkbox"/> Building Design Requirements, if applicable as determined at pre-submittal meeting. (Must include façade overlays and associated calculations)
_____	<input type="checkbox"/> Site plan, if applicable
_____	<input type="checkbox"/> Building Elevations
_____	<input type="checkbox"/> Lighting Plan, if applicable
_____	<input type="checkbox"/> Material/Color Samples
_____	<input type="checkbox"/> Color Photographs of the existing site and building(s) all sides, If applicable
_____	<input type="checkbox"/> Compliance with Section 20.15 and the Design Guidelines
_____	<input type="checkbox"/> Approval from Owner of Property (Letter or Signature)
<b>Additional Comments:</b>	
As the applicant, I hereby confirm that all the required materials for application to the Design Review Board are authentic and have been submitted to the City of Statesville Planning Department.	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date