



HAMMOND DOWNTOWN DEVELOPMENT DISTRICT

DESIGN GUIDELINES

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1. INTRODUCTION

HAMMOND DOWNTOWN DEVELOPMENT DISTRICT

MISSION STATEMENT:

The Hammond Downtown Development District is devoted to progressing and stimulating business development and diversity. We protect, unite and rejuvenate the district in order the benefit residences and local commerce; making Downtown a promising place to socialize, do business and call home.

VISION STATEMENT:

We believe The Downtown District is the heart of Hammond, and we strive to protect and preserve it's foundation in an effort to stay "Historically Hip."

We aspire to establish Downtown Hammond as a vibrant destination for locals, travelers and culturists.

We seek to unify the district's businesses, patrons and residents in an endeavor to maintain our successful and sustainable economy.

WHAT IS THE DESIGN COMMITTEE?

The Design Committee plays a key role in shaping the physical image of Main Street as a place attractive to shoppers, investors, business owners, and visitors. The committee educates independent businesses, property owners and civic leaders on the Main Street approach for physical improvements to buildings, businesses and public improvements.

The Design Committee is a volunteer group that typically meets the 1st Thursday of each month 11:30am in the City Council Chambers. 312 E. Charles St. Hammond LA 70401. Design Committee members are appointed to serve 2 year terms.





BACKGROUND

In December of 2002, the Hammond City Council placed a ninety-day moratorium on the construction of new buildings within the DDD so that guidelines might be created that preserve the historic and architectural integrity of the buildings which make this segment of the city such a unique asset to our community. It is this uncommon sense of place, this precious repository of creative energy and unpredictable happenstance that the DDD ultimately wishes to cultivate for its residents, workers, and visitors

Having observed the deleterious consequences of unregulated development within our region, the Hammond DDD has determined that guidelines protecting the irreplaceable architecture of our Downtown must be established and enforced. This responsibility involves guiding developers wishing to construct new buildings within its boundaries in the use of materials and design so that the integrity of our Main Street District's architectural vernacular remains intact. This process also aids current property owners in renovations to their structures to ensure all renovations preserve the integrity of the buildings.

The purpose of architectural review is not to add an additional step to the permit process but to assist the designer with the design and documentation process. The review body shall not design the project (or any portion of the project) but shall assist the designer to abide by the architectural guidelines.

It shall be stressed that the guidelines are the direct result of public input received during the updating of the DDD's master plan in November of 2002 and are supported and enforced by **Ordinance No 09-5131 adopted by the Hammond City Council on January 6, 2009**. These guidelines are meant to be used as a set of general standards that direct and assist developers in their material and design choices. As stated by the city ordinance, plans cannot be put into effect until they are reviewed and approved by The Hammond Downtown Development District or it's appointed sub-committee.

As written in the resolution, if the Building Department, the Authority (DDD) or an applicant for a building permit disagree with the requirements necessary to approve a building permit for building construction, addition or renovation, an appeal may be made to the Hammond Planning and Zoning Commission for final approval.





PURPOSE

The Hammond DDD believes that those sections within its boundaries that are not zoned industrial and do not fall within the parameters of the Local Register Historic District (that is, are not under the purview of the Historic District Commission) shall also reflect the architectural integrity and quality of life that has come to distinguish the DDD; and

That the architectural and visual environment of the above-named areas shall be regulated in a manner consistent with its currently predominant characteristics which it is believed will, in turn, insure safe pedestrian and vehicular movement; and

That controls in the form of this set of guidelines will promote and improve the pedestrian safety and welfare within the district; and

That the design guidelines herein enumerated were developed through a series of public hearings and are a reflection of the styles and images established in accordance with the historic context of downtown Hammond;

It is now, therefore, recommended by the Hammond Downtown Development District that the Hammond City Council receive and act upon its findings and suggestions. Based upon its experience and input received from the public, the DDD believes and posits that:

1. All commercially zoned property not within the current borders of the Local Register Historic District, but within the DDD, be subject to design guidelines.
2. A process of architectural review be performed by a committee designated by the Downtown Development District Board of Directors or a similar body appointed by the City of Hammond.
 - A. As a result, it is further recommended that this body shall consist of five members, at least one of which shall be a licensed architect. Moreover, this body shall represent (to as large an extent as is feasible) a cross-section of those interests and backgrounds that characterize both the commercial and residential components of the DDD. This Design Review Committee shall meet at least monthly and may convene more frequently as dictated by either the urgency or quantity of its business. A quorum for said committee shall be constituted by three or more members.
3. The general public is of the opinion that the commercially zoned portions of the DDD create a sense of place for Hammond and for Tangipahoa Parish as a whole.



2. FINANCIAL ASSISTANCE

The Hammond Downtown Development District offers two unique funding options to encourage the renovation and improvement of the district's existing buildings, as well as promote and encourage new business.

FAÇADE GRANT:

If you plan to renovate the exterior of your building including: renovations to the building front, awnings, painting or lighting, the Façade Grant program may be right for you. The Façade Grant awards are not to exceed \$2,000 and must be matched dollar for dollar by the recipient. Only one application per fiscal year, work must be finished to apply. Façade Grants are not awarded for signage.

If you are interested in applying for a Façade Grant, please contact the DDD.

REVOLVING LOAN:

DDD offers a low interest loan to property and business owners in our District for up to \$75,000 with an interest rate of 2 below prime. Applicants for the loan fund must be a registered sole proprietorship, partnership or corporation established for doing business in the DDD. Renovations are not limited to façade only, eligible projects include: acquisition of land for industrial or commercial use, acquisition of improved properties with development potential for industrial or commercial use limited to owner or tenant occupancy, start-up and/or expansion of businesses in the DDD, rehabilitation and renovation of usable vacant buildings for specific industrial or commercial use in the DDD. If you are interested in applying for a revolving loan, please contact the DDD.

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TAX CREDITS:

Tax credits are available for qualified restoration projects on qualifying historic properties. If you think your project may qualify for tax credits. Contact the Hammond District District for more information.

Leah Solomon

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3. DESIGN OVERVIEW

A. TYPES OF STRUCTURES

Downtown Hammond has a strong historic context which shall be protected and fostered. Nine architectural styles were identified as the design guidelines for the Downtown Development District.

1. QUEEN ANNE REVIVAL:



Plain or patterned roof shingles, corbelled chimneys and brickwork, vertical windows, detailed cornices. The use of historical detailing is not predetermined in this style; instead, details casually intermingle. The overall effect is one of studied busyness. Wall surfaces are of masonry and shingles clearly project and recess. Windows come in various sizes or shapes, often with small sections of leaded or colored glass (especially in the case of residences). Brick chimneys are prominent and sculptural in form. A commercial structure with a gabled roof form typically indicates Queen Anne elements. An excellent example of this style is offered by the Hammond Railroad Depot (30 N.W. Railroad Avenue).

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2. ART DECO:



Low-relief geometrical designs, often with parallel straight lines, zigzags, chevrons, and stylized floral motifs. Stucco, smooth-faced stone, carrara glass, concrete foundations, and metal railings are common materials associated with this style. Roofs are flat. Art Deco is sometimes seen as the representative style of the 1930s. The name is taken from the exposition titled *Arts Decoratifs et Industriels Moderne*, held in Paris in 1925, to showcase innovative industrial design. The chief characteristic of Art Deco is its stylized decoration, which represents a conscious rejection of the historical precedents found in most earlier styles and, instead, is based on geometric and naturalistic forms. In its attempt to be of the “modern” age, the forms and detailing of its decoration express a machine-age aesthetic. Hammond’s premier example of this style is found at Mannino’s Family Practice Pharmacy (113 W. Charles Street).

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3. INTERNATIONAL/MODERN:



Based on “modern” structural principles and materials: concrete, glass and steel. Bands of glass, which create horizontal feelings, are important design features. In the 1920s, Louis Sullivan first expressed the principle that function shall be the basis for design. What became

known as the modern or international style took this as a philosophical base and posited that superfluous decoration shall be completely eliminated. Typical elements of the modern style are flat roofs with little or no overhang and flat, smooth cornices. Smooth wall surfaces appear engineered with one material and little relief, and windows are typically flush so they appear to be a continuation of the exterior walls rather than an opening in them. Large expanses of wall are broken only by projecting and penetrating planes, such as balconies and entrances. The absence of decoration is inherent in the style. The most prominent example of this type in downtown Hammond is the building located at 113 N. Oak Street.

4. MIXED JACOBEOAN & RENAISSANCE REVIVAL:



Limestone mixed with brick load-bearing walls (in the case of the Columbia Theatre); elaborate cornices (sometimes in pressed metal); rusticated facades with occasional marble-like elements; windows crowned in elaborate cornices (marked, in some instances, by cartouches and, in others, by acanthus leaf detailing). Includes elegant, arched fenestration and occasional jack arches. As an early phase of English Renaissance architecture and decoration, the Jacobean style represents a transition between the Elizabethan and the pure Renaissance style. An irreverent hybrid by its very nature, Jacobean architecture employs a more consistent and unified application of formal design (both in plan and elevation) than did its Elizabethan predecessor. Much use is made of columns and pilasters, round-arch arcades and flat roofs with openwork parapets. These and other

classical elements appeared in a free and fanciful vernacular rather than with any true classical purity. Features of the Renaissance Revival style include distinct horizontal divisions (frequently separated by a belt or string course) with different window trim and/or surrounds from floor to floor, balustrades, formal design, projecting cornices, and rusticated ground level. An excellent example of this latter style is provided by the Old Guaranty Bank Building, now used to house the Paris-Parker Salon and Day Spa (located at 100 N. Cate Street).

5. GEORGIAN REVIVAL:



Usually includes Palladian window motifs and ballustrated parapets. Elements are both formal and symmetrical. The style was largely influenced by the architecture of Palladio, a sixteenth-century Italian architect who derived and interpreted much of his detailing from classical Greek and Roman elements, including pediments, pilasters, and the familiar rounded Palladian window. Casement windows gave way to upward-sliding, single-hung or double-hung windows, with each sash divided into as many as twenty individual panes. The AmSouth Bank

Building at 201 N.W. Railroad Avenue features important elements of this style.

6. MISSION REVIVAL/SPANIAL COLONIAL REVIVAL:



Stuccoed and plaster façades with Southwestern detailing, especially at cornice level; occasionally rounded edges; one story; glazed bricks (in gas stations); false tile roofs, scalloped parapets. This style was very popular for gas stations, park structures, and churches during the 1920s and 1930s when the new building material of stucco was fashionable. The Standard Oil Company built a chain of this style of gas stations across the U.S. Hammond has

adapted this style at Johnny's Conoco, located at 209 W. Thomas Street.

7. CLASSICAL REVIVAL:



Large supporting columns (primarily Doric in the case of downtown Hammond), pedimented porticos, architraves, and entablatures. The classical revival style, more commonly referred to as Greek revival, is most readily distinguishable by two features: the pediment and freestanding Doric or Tuscan columns. Although the main structure can be white stucco, board siding, or red brick, the front elevation is typically enhanced with a white

portico (porch) with full-width pediment and columns. The building is rectilinear and its interior spatial arrangement has height and width proportions and window arrangements that

spring from the design needs of the temple form on which it is based. The oldest portion of the Hammond Post Office (i.e., the side facing N.W. Railroad) exhibits obvious elements of this style.

8. COMMERCIAL ARTS & CRAFTS:



While predominantly incorporated into residential architecture, this style manifests itself in the commercial sphere primarily in ornamentation and other details. Decorative strap work elements (so called because they are reminiscent of details commonly seen etched onto leather), fired tile work, overhanging roofs positioned at an angle, sash windows with decorative value added to glazing bars, geometrically patterned or laid brick work, and even glazed or textured bricks are all common features of those buildings identified as being characterized by the commercial arts and crafts style. The old Locascio Building, also known as the Cate Building, at 201 W. Thomas Street offers viewers an understated example of this style.

9. POST-MODERN:



Against the wholesale duplication of earlier historical styles, postmodern architecture tends to select elements from earlier periods and to reinterpret them in a decorative, sometimes whimsical, fashion. Elements such as column capitals and broken pediments have been enlarged to such a degree as to provide a completely different relationship of scale. Another branch of the postmodern movement addresses the issue of contextualism, whereby new designs fit within the vocabulary of their surrounding context. Contextual design is especially

important as a design principle for additions to historic buildings, taking features of the existing building or buildings and using them in a simpler, more contemporary way. The best example of this style in downtown Hammond is the Holly & Smith Building, located at 208 N. Cate Street.



B. PEDESTRIAN FRIENDLY:

A crucial source of the DDD's success has been the pedestrian-friendly nature of its streets and avenues, which encourages social interaction in a safe and unhurried environment. Local and commuter traffic shall, therefore, be slowed by all necessary means, including the eschewal of the current design vocabulary used by national chains and franchises, which service large quantities of transient traffic and cater virtually exclusively to the automobile. All vehicular traffic corridors shall be more pedestrian-friendly and integrate alternative modes of transportation such as sidewalks and bicycle paths.

- A.** Given the pedestrianized and visually historic nature of the DDD, the erection of billboards shall be strictly controlled and, indeed, city officials shall work with local billboard owners to remove as many of the existing ones as possible. Viewed from the standpoint of the public interest, there is no justification for design that caters to the creation of high-speed, high volume, transient corridors.
- B.** Trees, too, are a crucial feature of the DDD and shall never be damaged or removed unless there is a compelling reason rooted in the public interest to do so (i.e., safety, etc.). Trees shall never be sacrificed for commercial signage and all reasonable attempts shall be made to incorporate existing trees into parking lots.

C. RESIDENTIAL STRUCTURES:

The proximity of residential structures to commercial buildings both within and adjacent to the DDD demands respectful design standards. Enriched by the presence of many single-family residential homes, businesses within the DDD have been supported by a twenty-four-hour community that has provided a loyal customer base. The proximity of each to the other requires that commercial buildings adopt design criteria that do not deleteriously affect the property values of nearby homes.

D. ENERGY CONSERVATION:

Energy conservation will be enhanced by buildings with exterior elements designed with respect for our environment. Developers shall, for example, consider such factors as a building's solar orientation, the use of natural lighting principles and the effect these will have on interior illumination, etc.

E. NON-INDUSTRIAL IMAGE:

The vast portion of the DDD has been historically developed and zoned "business", not industrial, and shall not reflect an industrial image. While the use of economical construction practices is encouraged, its more recent abuse with the almost total abandonment of design context has been detrimental to the community image. Industrial character buildings do not conform to community values, the public has expressed discomfort with industrial/warehouse metal siding (that is, buildings composed entirely of metal panels unbroken by fenestration and other unique and visually interesting façade



elements), the lack of human scale and elements, and the exposure of services best screened from view.



(Example of an unacceptable metal building)



(Example of an acceptable metal building)

F. EXISTING ORDINANCES:

The design guidelines shall complement existing municipal landscape, sign and lighting ordinances. Abuse of the existing ordinances by businesses that use bright colors and lighting to turn a building (or portion of a building) into a large sign aroused some of the strongest negative comments from the public.





4. DESIGN GUIDELINES

APPLICABILITY OF GUIDELINES. The DDD design guidelines shall apply to any new building construction, exterior renovations and modifications which require a building permit and which are located within the boundaries of the Downtown Development District as outlined in its charter.

I. BUILDING DESIGN ELEMENTS:

A. **CONSTITUENT DESIGN ELEMENTS OF A BUILDING.** Buildings shall have substance. Design shall include base, intermediate and cap. Changes in materials shall have a clear line of demarcation either by offset, reveal, or border.

B. **ENTRANCES.** Each principal building shall have a clearly defined, inviting, highly visible customer entrance enhanced by distinguishing features such as canopies, awnings, galleries and porticos.

C. **SIDES AND BACKS OF BUILDINGS.** The sides and back of a building that are visible to the public shall maintain the same standard of design as the front façade, including:

- 1) screening of utilities, equipment and building services (i.e., dumpsters, garbage receptacles, etc.)
- 2) continuation of building design elements such as quality of materials, galleries, cornices and treatment of openings.

D. **HORIZONTAL AND VERTICAL PLANES.** Disruption of horizontal planes with vertical elements is recommended. This may include significant interruption by change in plane, material, opening, or design element.

E. **STRUCTURAL SOLIDITY.** Disciplined visible structural vocabulary shall be maintained. Arcades, galleries and roofs shall not appear to levitate in space, but shall have a visible means of support with columns and/or brackets. Rafter tails are encouraged on smaller overhangs.

F. **UNIFYING ELEMENTS.** Consistent design vocabulary for multiple structures on one property shall be employed. A unifying element such as material, color, or form shall be used for all structures. Style or design theme can also be used as a unifying element



- G. **BUILDINGS OF AN INDUSTRIAL APPEARANCE.** No building of an industrial appearance shall be allowed, such as a pre-engineered metal building with metal siding devoid of historic context. (Pre-engineered structures may be used, provided that historic context is incorporated into the facades.)
- H. **GENERAL BUILDING FEATURES.** Smaller buildings shall reflect the design elements of historic styles and larger buildings shall be divided into smaller elements in order to incorporate historic design context.
- I. **BUILDING PROPORTIONS.** Buildings shall maintain classic proportions. For example, smaller columns shall be placed closer together for a more vertical proportion and, as a structure becomes more horizontal in scale, the supports (columns) shall have additional mass.
- J. **AWNINGS AND FASCIAS.** No backlit awnings shall be allowed. Fascias of buildings shall not exceed sixteen (16) inches in depth (including gutter), except for fascias used as a unifying design element for multi-tenant buildings and for placement of signage for multiple tenants.
- 1) For the purpose of these guidelines, “fascia” is defined as the horizontal plane just below the roof or coping and above the wall or supports.
 - 2) In order to accommodate the structure, the canopy designer shall be obliged to provide a surface for mounting a sign (if a sign on the canopy is desired) and to add a sloped or mansard roof, which will bring the building into compliance with the design guidelines. Backlighting of fascias and awnings has become another distracting design feature that is out of character with the DDD’s architecture.
- K. **CANOPIES.** In order to accommodate the structure, the canopy designer shall be obliged to provide a surface for mounting a sign (if a sign on the canopy is desired) and to add a sloped or mansard roof, which will bring the building into compliance with the design guidelines. Backlighting of fascias and awnings has become another distracting design feature that is out of character with the DDD’s architecture.
- 1) Free (or semi-free) standing canopies shall be of similar style and materials as the principal structure.
 - 2) Unless site conditions preclude it, canopies shall be attached to and made an integral part of the main building.
 - 3) Canopies shall have columns, beams and/or brackets of sufficient scale to give a visible means of support.
 - 4) Clearance under canopies attached to building facades shall not exceed twelve (12) feet and under cantilevered overhangs shall not exceed eleven (11) feet.



- 5) Clearance under free-standing canopies shall not exceed sixteen (16) feet and under cantilevered overhangs shall not exceed fifteen (15) feet.
 - 6) Task lighting shall be utilized to reduce light “spillage”. Intense general lighting under canopies shall not be allowed.
- L. MANSARD ROOFS. Mansard roofs used in conjunction with canopies, covered walkways and entries shall have a roof-like slope not greater than 12:12 or less than 4:12.
- M. BUILDING COLORS. Any activity that involves changing color or refreshing color shall be reviewed by the Design Review Committee or a similar group. Colors shall be reviewed for compliance with historic context. Façade colors shall be subtle and of low reflectivity. The use of primary, high intensity or metallic color shall be prohibited outside of the sign face. Accurate color drawings with a list of paint numbers and elevations of every building shall be required to be submitted and approved prior to any modification/application.
- N. LIGHT AND SHADOW. Shadow shall be considered a design element.

II. MATERIALS:

Materials shall be reviewed for compliance with historic context. The following materials have historic context:

- A. WALLS: Brick, wood, and cement plaster (stucco).
- B. ROOFING: Slate/tile, rigid shingles with ridge tiles, wood shakes, and metal (Corrugated, v-crimp, and standing seam).
 - 1) How a material is used is as important as what material is used. Plastics and polymers have proven to be susceptible to high winds and, therefore, shall not be automatically approved. Concrete, concrete masonry units and terra cotta blocks may be used depending upon detail, color and texture. Fiberglass and asphalt shingles are acceptable as a roofing finish when they emulate more traditional finishes. It is recommended that if fiberglass or asphalt shingles are used, “ridge” tiles be used to accentuate the ridges. English ridge tiles are preferred over Spanish tiles (except when architectural design would dictate otherwise).

III. SITE FEATURES:

- A. FENCES. Fencing materials shall accord with and complement the materials of the adjoining building and shall be reviewed and approved by the Design Review Committee or a similar group.



- B. SIDEWALKS. Sidewalks of not less than four (4) feet in width shall be installed to connect sidewalks in public right of ways to the building entry. Internal pedestrian walkways shall be distinguished from driving surfaces through the use of special materials or decorative elements.
- C. PARKING LOTS. Newly constructed parking areas shall, wherever feasible, be placed at the rear of a building or concealed with appropriate landscaping or fencing.
- D. MECHANICAL AND SERVICE EQUIPMENT. Mechanical equipment, electrical entries, dumpsters and equipment not used by the customer shall be screened from public view. Screening may be by fence, landscaping or a building element. Whenever possible, vending machines, ice machines and restrooms shall be located in the main building. Air pumps, vacuums, water stations and the like shall be out of the main traffic flow and integrated into the landscape.
- E. POSITIONING OF OUTDOOR DISPLAY ITEMS. Automotive and marine items for sale or for display shall not impede pedestrian or vehicle flow or public parking. Moreover, these items shall not be displayed in such a way that they detract from the architectural elements of nearby buildings. Areas used for storage of vehicles or watercraft shall be screened with opaque fencing and/or landscaping.





ARCHITECTURAL REVIEW APPLICATION:

Architectural review is only required for renovations and new construction **inside** the DDD but **outside** of the Hammond Historic District. Structures outside the District that face the District are also subject to approvals. All new construction, renovations, and signage changes occurring inside the Historic District should apply for review through the Hammond Historic District. **Leah Solomon- Executive Director** Solomon_lb@hammond.org

MISSION STATEMENT:

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VISION STATEMENT:

- We believe The Downtown District is the heart of Hammond, and we strive to protect and preserve its foundation.
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The Hammond DDD acknowledges that structures within its boundaries that are not zoned industrial and do not fall within the parameters of the Local Register Historic District (that is, are not under the purview of the Historic District Commission) also reflect the architectural integrity and quality of life that has come to distinguish the DDD. The design committee conducts an architectural review for modifications to these properties. The Committee also strives to promote and improve pedestrian safety and welfare within the district.

APPLICATION PROCESS:

All applications will be reviewed at each monthly design committee meeting.

1. Once you've completed your Architectural Review application, schedule a meeting with the DDD Executive Director.
2. First, your application will be reviewed by the Downtown Development District Executive Director for completeness and to ensure application follows all design guidelines. If additional information is requested, Executive Director will table application and re-review when all required documents are submitted.
3. If accepted, the Executive Director will schedule a hearing on the Design Committee agenda at an upcoming committee meeting. If additional information is requested, committee will table application and re-review during the next month's meeting.
4. If approved by the Design Committee, the signed approval will be sent to you and the City of Hammond building department.

Need financial assistance? Ask us about the DDD Revolving Loan.
Once your project is completed, your business may be eligible for a DDD façade grant for up to \$2,000! Ask the DDD for more details.



CHECKLIST & REQUIRED ADDITIONAL DOCUMENTS:

Checklist:

- A project representative must be present at scheduled hearing for architectural review.
- Please read DDD design guidelines (attached) to ensure your design meets the requirements.

Required documents:

- Color swatches or samples
- Site plan (if applicable) (dimensions & drawn to scale)
- Photos (before)
- Rendered Elevations & Floor Plans (dimensions & drawn to scale)
- Already acquired permits or legal documents
- Any additional documents you feel are critical to your application

Failure to include all of the required attachments and/or failure of the applicant or his/her representative to appear at the scheduled hearing may result in postponement of the application until the next regularly schedule DDD Design Committee meeting. The application may be dismissed if there are more than two (2) postponements.

If a representative other than the applicant listed on the application is going to present at the Design Committee meeting, please indicate their name and contact information when signing below.

I, OR MY REPRESENTATIVE (LISTED BELOW) WILL APPEAR AT THE MEETING OF THE DOWNTOWN DEVELOPMENT DISTRICT DESIGN COMMITTEE AT 11:30AM ON ____/____/____ (1ST THURSDAY OF THE MONTH) IN THE HAMMOND CITY COUNCIL CHAMBERS LOCATED AT 312 E. CHARLES ST. I UNDERSTAND THAT IF A DESIGN COMMITTEE QUORUM IS NOT MET, MEETING IS SUBJECT TO BE RESCHEDULED.

APPLICANT: _____ DATE: ____/____/____
(PRINT) (SIGN)

APPLICATION REPRESENTATIVE: _____
(NAME AND COMPANY)

(PHONE #)

(EMAIL)

I HEREBY CERTIFY, AS THE OWNER OF THE INVOLVED PREMISES, THAT I HAVE BEEN FULLY INFORMED OF THE ALTERNATIONS HEREIN PROPOSED AND THAT SAID OWNER IS IN FULL AGREEMENT WITH THIS PROPOSAL

OWNER: _____ DATE: ____/____/____
(PRINT) (SIGN)