



## 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 as also subject to approvals. All 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](mailto:Solomon_lb@hammond.org)

### MISSION STATEMENT:

Hammond Downtown Development District protects, unites and rejuvenates the district in order to 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 its foundation.
- We aspire to establish Downtown Hammond as a vibrant destination for locals, travelers and culturists.
- We seek to unify the district in order to maintain our successful economy.

### WHAT IS THE DESIGN COMMITTEE?

The Hammond DDD believes 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 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 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 resolution 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 DDD for more details.



CHECKLIST & REQUIRED ADDITIONAL DOCUMENTS:

**Checklist:**

- A 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)
- Photos (before)
- Rendered Elevations & Floor Plans
- 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 will 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 \_\_\_/\_\_\_/\_\_\_ (1<sup>ST</sup> 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)



HAMMOND DOWNTOWN DEVELOPMENT DISTRICT
ARCHITECTURAL REVIEW
APPLICATION

APPLICATIONS MUST BE SUBMITTED BY MONDAY BEFORE EACH DESIGN COMMITTEE MEETING. MEETINGS TAKE PLACE FIRST THURSDAY OF EACH MONTH.

DATE OF APPLICATION: \_\_\_/\_\_\_/\_\_\_

PROJECT START DATE: \_\_\_/\_\_\_/\_\_\_ PROJECT COMPLETION DATE: \_\_\_/\_\_\_/\_\_\_

BUSINESS (OR BUILDING) NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICATION TYPE: NEW CONSTRUCTION ROOFING RENOVATION PAINTING
(CIRCLE ALL THAT APPLY) OTHER

BUILDING OWNER INFORMATION:

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

APPLICANT INFORMATION:

APPLICANT IDENTITY: OWNER ARCHITECT LESSEE ENGINEER CONTRACTOR OTHER
(CIRCLE ALL THAT APPLY)

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIBE SCOPE OF WORK:

Four horizontal dashed lines for describing the scope of work.

OFFICE USE ONLY: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

WITH AMENDMENTS: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

NOTE: THIS APPROVAL IS VALID ONLY UPON SECURING ALL NECESSARY PERMITS FROM THE CITY OF HAMMOND BUILDING OFFICIAL'S OFFICE, 219 E. ROBERT ST. HAMMOND, LA.