



Downtown Design Review Application

Date

Name of Project

Received by:

Applicant's Information

Name: _____

Mailing Address: _____

Email: _____

Telephone and Fax: _____

Owner's Information

(If Different from Applicant)

Name: _____

Mailing Address: _____

Email: _____

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 Sign New Construction Addition/Alteration Addition/Alteration in a 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. Please note: Depending on certain request you may have to obtain an encroachment agreement for the City Engineering Department.

DRC Case Number _____

PLANS RECEIVED _____

Project Manager Initials	Application Submittal Requirements
_____	<input type="checkbox"/> Design Review Application Form
_____	<input type="checkbox"/> One digital copy 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, if applicable
_____	<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 Unified Development Code & the Design Guidelines
_____	<input type="checkbox"/> Approval from Owner of Property (Letter or Signature)

**Project
Description:**

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