





### **APPLICATION PROCESS:**

- Architectural Review Applications are due at least 72 hours before a scheduled DDD Design Committee meeting.
- Following a successful intake review and application completeness by DDD Executive Director, the Architectural Review will be placed on the upcoming meeting agenda.
- The Committee meets the first Thursday of each month in the City of Hammond Council Chambers located at 312 E Charles St.
- A representative of the project must attend the review meeting and be prepared to discuss the plans with the committee.
- Discussion of the review could result in full approval or suggestions for modification which may cause a review to extend more than one meeting.
- Upon successful recommendation from the committee, a Certificate of Appropriateness is issued to the City of Hammond Planning and Building Department located at 219 E Robert St.
- Before any work can commence, the owner/ applicant/ responsible party must secure all necessary permits including but not limited to the City of Hammond.

Can't make the first Thursday of each month? Special meeting requests may be considered.

- A special meeting can be scheduled **no less than eight (8) days from DDD office receipt of the request**. Requests will be considered on a case-by-case basis for applicants who have extenuating circumstances and unable to delay their review until the next regularly scheduled monthly meeting. If a Special Meeting date is agreed upon, **all application materials must be submitted at least 3 business days prior to that date** to allow for sufficient review by the Commission. If these criteria are not timely met, the Special Session will be canceled and the submitted application will be placed on the agenda for the next regularly scheduled meeting.

### **HAVE QUESTIONS? WE ARE HAPPY TO HELP!**

Contact DDD Executive Director, Michelle Kendall  
Office Location: 2 W Thomas St, Hammond, LA 70401  
Phone: (985) 277-5683  
Email: [KENDALL\\_ML@HAMMOND.ORG](mailto:KENDALL_ML@HAMMOND.ORG)  
Website: [DDDHAMMOND.COM](http://DDDHAMMOND.COM)

**Your project may be eligible for financial assistance.** The DDD offers a low-interest loans to business and property owners in the district. Once your project is complete, you may be eligible for a DDD façade grant for up to \$2,000. For more information, please visit [DDDHAMMOND.ORG/FUNDING](http://DDDHAMMOND.ORG/FUNDING) or contact our office for more information.







**APPLICATION ATTACHMENTS CHECKLIST:**

- ☐ Photos of the site and/or building
- ☐ Plans and specifications (rendered elevations and floor plans with dimensions & drawn to scale including; if applicable)
- ☐ Color swatches or samples
- ☐ Material samples and/or specifications (if applicable)
- ☐ 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 9:00AM 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, the meeting is subject to be rescheduled.

Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Print) (Sign)

Application Representative Name: \_\_\_\_\_

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)

☐ I am requesting a Special Meeting because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Requested Special Meeting Date & Time:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ @ \_\_\_\_ AM / PM

☐ Earliest Available

**OFFICE USE ONLY:** Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Recommend | Not Recommend

With Amendments:

\_\_\_\_\_  
\_\_\_\_\_

Date COA Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_