

### **DDD Design Committee Architectural Review Packet & Application**

#### **DDD Mission Statement:**

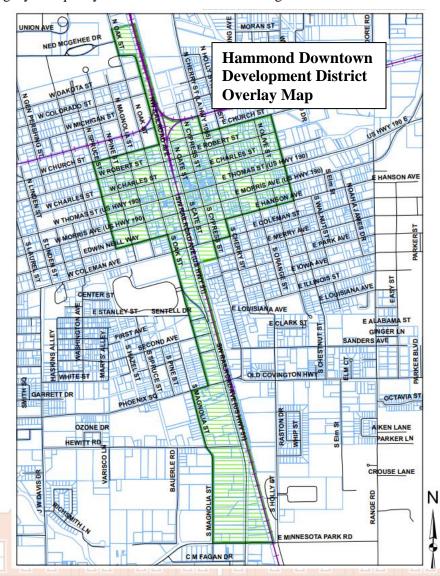
Hammond Downtown Development District protects, unites and rejuvenates the district in order to benefit residences and local commerce; making Downtown a promising place to socialize, do business and call home.

#### What is the Design Committee?

The Design Committee is appointed by the DDD Board of Directors. The Design Committee strives to maintain or reflect the architectural integrity and quality of life that has come to distinguish the district.

Per <u>City of Hammond Unified</u> <u>Development Code</u>, the Downtown Development District Design Review Committee:

- Enforces the Downtown Development District Guidelines.
- 2. Reviews and makes recommendations regarding 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.
- 3. Reviews 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).
- **4.** Issues a Certificate of Appropriateness to the City Planner.



Last Updated: February 9, 2023



#### **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

Website: <a href="https://doi.org/10.100/journal.com/">DDDHAMMOND.COM</a>

**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 <a href="DDDHAMMOND.ORG/FUNDING">DDDHAMMOND.ORG/FUNDING</a> or contact our office for more information.



# **Architectural Review Application**

		Date of Applic	ation://
Business (or building) Name:			
Property Address:			
Application Type (circle all that app	ply): New construction Painting	Renovation Roofing	Demolition Other
<u>F</u> Name:	BUILDING OWNER Info	ormation:	
Phone Number:			
Email:			
Applicant Identity (circle all that ap	APPLICANT Information (No. 1) APPLICANT Information (No. 1) (No. 1) APPLICANT Information (No. 1) (No.	ation: Lessee	Contractor
	Architect	Engineer	Other
Name:			
Phone Number:			
Email:			
Mailing Address:			
Project Start Date://	Estimated	l Project Completion	Date: / /
Describe Scope of Work:		· 1 - 0J***	
Describe Scope of Work.			



## **APPLICATION ATTACHMENTS CHECKLIST:**

☐ Photos of the site and/or building	
Plans and specifications (rendered elevations a including; if applicable)	and floor plans with dimensions & drawn to scale
□ Color swatches or samples	
☐ Material samples and/or specifications (if appl	licable)
☐ Already acquired permits or legal documents	
☐ Any additional documents you feel are critical	I to your application
appear at the scheduled hearing may result in possible schedule DDD Design Committee meeting. The a (2) postponements. If a representative other than the committee of the commi	and/or failure of the applicant or his/her representative to ostponement of the application until the next regularly application may be dismissed if there are more than two the applicant listed on the application is going to present their name and contact information when signing below.
Design Committee at 9:00AM on//	at the meeting of the Downtown Development District (1st Thursday of the month) in the Hammond City understand that if a Design Committee quorum is not
Applicant:	Date:/
Applicant: (Print)	Date:/ (Sign)
Application Representative Name:	
Phone & Email:	
I hereby Certify, as the owner of the involved prer herein proposed and that said owner is in full agre	mises, that I have been fully informed of the alternations bement 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	d:/  Recommend   Not Recommend
With Amendments:	
	Date COA Issued://