



DRB: _____

Design Review Board Application

Completed applications must be received at the Building Office by 12:00 noon ten (10) working days before the scheduled meeting. Non-refundable filing fee of \$25.00 effective May 18, 2006. The DRB meets the 1st Wednesday of the month at 6:00PM, at City Hall, 118 Arizona Street.

DRB APPROVAL DOES NOT MEAN APPROVAL FOR A BUILDING PERMIT

Applicant or representative must be present at meeting

Date:	Parcel:
Property Owner:	Representative:
Property Address:	
Year Built:	
Phone:	
Mailing Address:	
Short Description of work to be done:	

As applicant for approval by the Design Review Board, I hereby affirm that this application includes an accurate description of the proposed improvements.

Signature of owner or representative

Date:

(Design Review Board Action)
 Approved **Disapproved**

Chair Signature

Date:

DRB Conditions:

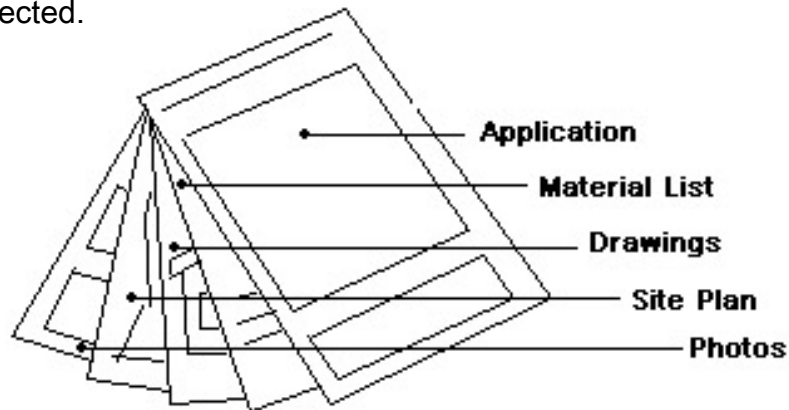
Submittal Requirements

8 Packets containing the front side of application form and one each of these items must be turned in and ready for distribution to the Board. Incomplete applications will be returned by mail and will not be reviewed. Agendas are prepared and mailed the Thursday following submittal deadline. Therefore, applications received late or incomplete cannot be added and will have to be reviewed at the following months meeting.

Submittal documents

Check List

- 1. List of exterior materials IE: Type of siding, roofing material type etc.
- 2. Detailed elevation drawing with dimensions, window type, door type, siding type, railing type, etc.
- 3. An Assessors map of the subject property. On this map outline the subject structure to be remodeled or constructed. This will serve as your site plan. Assessor's maps are available at the County Assessors office at 1415 Melody Lane.
- 4. Photographs of the building and photos showing portions of the building which will be affected.



Exterior Changes Requiring DRB Consideration

- All exterior changes except replacement of features in kind (Same material, style, etc) This includes room additions, new roofline, new porches, new awnings etc.
- Fences and walls

Any applicant dissatisfied or aggrieved by the Design Review Boards decision may appeal the decision to the City Council by filing a written notice of appeal with the City Clerk within thirty (30) days from the date of the Design Review Boards Decision.

A copy of the application will be retained in the building Inspection file.