



TIER II REVIEW – WITHOUT SITE PLAN REVIEW

Downtown Design Review Committee
Community Planning & Development Department
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TIER II REVIEW - WITHOUT SITE PLAN REVIEW includes but is not limited to: sidewalk cafes, new illuminated signs, awnings and signs that ask for a variance of the Downtown Design Guidelines (part C-1), exterior rehabilitation projects and some equipment screening. **A TIER II REVIEW - WITHOUT SITE PLAN REVIEW** may be approved administratively.

LOCATION of PROJECT: _____

OWNER: Name _____
Address _____
City, State, Zip _____
Phone _____ Cell _____
Fax _____ Email _____

APPLICANT: Name _____
Address _____
City, State, Zip _____
Phone _____ Cell _____
Fax _____ Email _____

PROJECT DESCRIPTION: _____

CHECKLIST:

- Photos of site/building – all sides visible from public right of way
- 11x17 plans (smaller is acceptable if they are still clear)
 - Exterior elevations – all sides visible from public right of way
 - Site plans
 - Sealed final drawings* (If not sealed, explain) _____

- Percentage of ground floor street facade (commercial) in windows – 60%+ required
- Exterior cladding materials specified – on plans or separate list
- Details on windows – tear sheets or spec sheets
- Samples of materials
- Color rendering of exterior

** Not required for sidewalk cafes. Please see Downtown Design Guidelines for a complete set of specific sidewalk café requirements.*

IMPORTANT:

A project is not ready for review by the DDRC until the Checklist is complete. Submissions received by the Community Planning & Development Department by Thursday at noon will be considered the following Tuesday at the DDRC's weekly meeting. Electronic submissions are preferred; hard copy submissions are acceptable.

Staff use only:

Date received ____/____/____ DDRC meeting date ____/____/____

Historic District Committee review required (HDC case # _____)