

**DESIGN REVIEW BOARD
APPLICATION**

DATE: _____

NAME: _____

ADDRESS: _____ PHONE: _____

AGENT/REPRESENTATIVE: _____

ADDRESS: _____ PHONE: _____

SITE ADDRESS: _____

Square Footage of Building Site: _____

Square Footage of Structure(s): _____

Design Review Board Meeting Date: _____

The following items must be submitted as part of the application:

Legal Description

Lot(s): _____

Block(s): _____

Subdivision: _____

Or Township: _____ Range: _____ Section: _____

Use Intended: _____

PACKET (2 Copies Drawn to Scale to Sufficiently Demonstrate the Following Items)

- a. Application
- b. Site Plan/Landscaping Plan/Parking Plan - 14" x 17" or smaller
- c. Elevation Drawings - 14" x 17" or smaller
- d. Topography Map - 14" x 17" or smaller
- e. Drawing of each Proposed Sign (Type, Copy, Dimensions, Height, & Materials)
- f. Written Zoning Determination (obtained from City Planning Department)

Building and Property Frontage:

Street: _____ Building Frontage: _____ Property Frontage: _____

Street: _____ Building Frontage: _____ Property Frontage: _____

GREAT FALLS DESIGN REVIEW BOARD

ITEM

Site Design Package or Sign Design

MONTHLY MEETING

As Required

I hereby attest that the information on this application form is accurate and complete.

Applicant Signature _____

Date _____

I, _____, owner of said property authorize
_____ to act as my agent in this application.

Owner's Signature: _____

Applicant's Responsibility:

A Design Review Board application must be made to the Development Supervisor by the property owner, business establishment owner or a designated agent. The application and all supporting documentation must be received and approved by the Development Supervisor 14 days prior to the scheduled meeting. The Design Review Board meets on the 2nd and 4th Monday of each month. Applicants will be informed of the meeting time and location. **The applicant or his agent must be present at the meeting.**

Design Review Board Responsibility:

The Design Review Board must take into consideration the City's zoning and building ordinances and staff reports/comments during review of submitted conceptual drawings. The Board will meet to review a proposed project at their next regularly scheduled meeting after application approval.

Development Supervisor Responsibility

Review all submitted material for compliance and completeness, schedule all meetings as required, and keep a summary of Board actions in the form of minutes or reports.

FOR OFFICE USE ONLY

Complete Application Date: _____ Reviewed by: _____

SITE PLAN REQUIREMENTS FOR DESIGN REVIEW BOARD

Two copies of a site plan, containing the following, must be submitted.

	Applicant Checklist	Zoning Office Checklist
1. Boundaries and dimensions of the property	()	()
2. The location and dimensions of:		
a. existing buildings or structures retained (include height).	()	()
b. existing parking spaces - precise number and location.	()	()
c. proposed building or structures (include height).	()	()
d. proposed parking spaces (to include 10% landscaping).	()	()
e. proposed landscaping shown in detail, include:		
1. Topography.	()	()
2. Types of plants - botanical & common name, drawn to scale.	()	()
3. Type of ground cover (bark, soil, grass, stones, etc.)	()	()
4. Irrigation plan - location of heads, underground.	()	()
3. Identify the present and proposed uses of all buildings (show the square footage of all buildings and breakdown of uses by square footage assigned to each use).	()	()
4. Distance from front property line to curb or street.	()	()
5. Distance between all buildings or structures.	()	()
6. Distance from all buildings or structures to property lines.	()	()
7. Show solar exposure (see attached O.C.C.G.F. Exhibit 28-2)	()	()
8. Heights and types of fences and/or walls.	()	()
9. Outdoor lighting plan as specified in O.C.C.G.F., 17.16.19.060 (attached)	()	()
10. Show and identify easements.	()	()
11. Show existing and proposed curbs, sidewalks, and curb cuts.	()	()
12. Provide a north arrow.	()	()
13. Indicate the scale used.	()	()
14. Show proposed signs and a scale rendering of each sign.	()	()
15. Show any irrigation or drainage ditches.	()	()
16. Color palette.	()	()

I hereby attest that the information submitted on this document and site plan is true and accurate.

APPLICANT'S SIGNATURE _____

ATTACHMENT

Exhibit 28-2. Solar exposure



7.16.19.060 Lighting plan

- A. **When required.** A lighting plan as described in this section shall be prepared and submitted when a project includes outdoor lighting.
- B. **Qualifications to prepare.** A lighting plan shall be prepared by a lighting designer/contractor, registered architect, or registered engineer, as may be appropriate.
- C. **Format.** A lighting plan shall be prepared according to the following format:
 1. The page size shall not exceed 24" by 36".
 2. Where multiple sheets are necessary, a cover sheet with an index shall be included.
 3. The plan shall be legible and show all of the required information.
 4. The plan shall be prepared at an appropriate scale to show the required information. For sites smaller than one acre, a scale of 1" = 20' is generally appropriate and for projects larger than one acre, a scale of 1" = 50" is generally appropriate.
- D. **Content.** At a minimum the lighting plan shall contain the information as listed in Appendix A.