



Design Review Board Application Information

We hope the following information will assist you with our application process:

- APPLICATION SUBMITTAL 3 WEEKS PRIOR TO MEETING DATE

- DESIGN REVIEW BOARD APPLICATION FEE: \$90.00
- This fee is paid at time of submittal.

- MEETINGS ARE HELD THE 1ST WEDNESDAY OF EACH MONTH

**PLEASE WORK WITH STAFF REGARDING REQUIRED
INFORMATION FOR SUBMISSION OF APPLICATION.**

Staff recommends submittal of a sign package including all current and future planned signage.

Per Ordinance #364 of the Town of Clarkdale, a deposit towards possible outside consultant fees may be required for this application.

**Town of Clarkdale
Community Development Department-890 Main Street - 928-639-2500**

DESIGN REVIEW BOARD SUBMITTAL DEADLINE INFORMATION

Design Review Board		
Submittal Deadline	Publication Date	Hearing Date
12/17/2014	12/21/2014	01/07/2015
01/14/2015	01/18/2015	02/04/2015
02/11/2015	02/15/2015	03/04/2015
03/11/2015	03/15/2015	04/01/2015
04/15/2015	04/19/2015	05/06/2015
05/13/2015	05/17/2015	06/03/2015
06/10/2015	06/14/2015	07/01/2015
07/15/2015	07/19/2015	08/05/2015
08/12/2015	08/16/2015	09/02/2015
09/16/2015	09/20/2015	10/07/2015
10/14/2015	10/18/2015	11/04/2015
11/11/2015	11/15/2015	12/02/2015



**TOWN OF CLARKDALE
DESIGN REVIEW APPLICATION
P.O. Box 308, Clarkdale, AZ 86324
928-649-3538**

Purpose of the Design Review Board: To review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects in order to ensure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale.

Preliminary and Final Reviews: The Design Review process is designed to have two reviews. The purpose of the preliminary review is to acquaint the applicant with the standards of design that are required. The final review is based on the final design drawings.

Scheduling: Applications for the Design Review Board must be submitted three weeks prior to the requested meeting date. The proposed development must conform to the applicable town codes, which may be discussed with the Community Development Director. The Design Review Board addresses design issues. The Board emphasizes landscaping as an integral part of the review process and overall site development, and may withhold a project's approval until landscaping plans are submitted per application requirements.

Action: The applicant, or a representative must be present at the Design Review Board meeting to explain the proposed development or answer any questions. The Board may approve, approve with conditions, deny, or continue (table) a request. Following a Board meeting, a notification will be sent to the contact person detailing the board's action.

Appeal: The applicant or any member of the Town Council may appeal any decision of the Design Review Board to the Town Council by filing written notice of appeal and any applicable fees with the Town Clerk within fifteen (15) working days of the date of the Board's action. The Council may uphold, modify or overturn the Board's decision.

Building Permit: After approval by the Board (or Council if appealed), a Building Permit must be applied for and obtained prior to the commencement of work. NO SUBSTITUTIONS OR MODIFICATIONS to the building, landscaping, signs or other portions of the project may occur without further notice and approval by the board.

Certificate of Occupancy: A final Certificate of Occupancy will not be issued, or final inspection passed, unless all required and approved improvements have been completed. Should the applicant wish to occupy the premises prior to the completion of all required and agreed upon improvements, the applicant shall provide financial assurance in a manner acceptable to the Town Manager (or his designee), or shall guarantee the work in a legally binding agreement between the applicant and the Town of Clarkdale.

Complete the following-Print or type (all blanks must be completed, if not applicable write "N/A"):

INFORMATION:

Property Address: _____ Zoning: _____
(Attach separate sheet if necessary)

Applicant Name: _____ Applicant Phone #: _____

Applicant's Relationship to Property Owner: _____

Property Owner(s) Name and Address: (Identify partners, corporation officer; specify ownership interest: fee, option, etc.)

Type of occupancy use(s)/classification(s) of the building: _____

Square footage of proposed structure (broken down by use in a mixed use project): _____

CONTACT PERSON:

Identify the person to serve as the contact person. This Name: _____
will be the only person notified by the Town of the meeting
schedule. It will be his or her responsibility to notify Mailing Address: _____
the other parties who may be involved. Phone # _____

OWNER CERTIFICATION:

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the premises described in this application.

Signature: _____ Date: _____

Name (Printed): _____ Telephone #: _____

Mailing Address: _____ Town: _____ State: _____ Zip Code: _____

STAFF USE ONLY

Application Accepted By: _____ **Date:** _____ **Time:** _____

Fee Received: _____ **Projected Design Review Board Date:** _____

SUPPORTING MATERIALS

This application shall be accompanied by the following: (Incomplete application submittals shall not be reviewed and will be returned to the applicant)

- 1. Payment of the Application Fee:** (In the amount determined by resolution of the Town Council)
- 2. A brief letter stating the intent of the application.**

Please Note: All of the information listed below may not be needed for every application. Check with a staff member to verify submittal requirements for your application.

3. Site Plan:

- ___ One full size site plan drawn to a scale not to exceed 1" = 100 ft.
- ___ One site plan 8 1/2" x 11" copy with black lines sufficient to produce a crisp, clean copy.

Site Plan Must Show: (Please use the following as a checklist and submit with application. ALL INFORMATION SHALL BE DRAWN TO SCALE AND DIMENSIONED.)

- ___ North arrow
- ___ Scale: Engineer's scale preferred
- ___ Date of plan
- ___ Name, address, phone number of applicant & owner
- ___ Name, address, phone number of plan designer
- ___ Name of project
- ___ Lot size, including square footage and dimensions
- ___ Existing zoning and use of adjacent properties
- ___ Existing easements and rights-of-way
- ___ Proposed easements and rights-of-way
- ___ Existing curb cuts, paved areas and sidewalks on site and in adjacent rights-of-way
- ___ Proposed curb cuts, paved areas, sidewalks, all dimensioned and drawn to scale (state highway access must be approved by ADOT)
- ___ Existing waterways on or adjacent to the site
- ___ Location of proposed structures and their use with their dimensions and locations noted with respect to property lines and bank of waterways, including roof overhangs and eaves, decks, balconies, outside stairs and landings
- ___ Existing structures and their use
- ___ Proposed structure height
- ___ Number of units, if residential
- ___ Location of existing and proposed lights, signs and fences (including: specifications, type, height, materials, code conformance, etc.)
- ___ Proposed traffic controls and striping for parking areas. All lanes, driveways and parking spaces shall be dimensioned. Handicapped parking spaces must be constructed and marked in conformance with ADA requirements and are to be designated as such by a freestanding sign. Cross slope for handicapped parking may not exceed 2%.
- ___ Trash disposal areas and enclosures, including specifications for enclosures
- ___ Location and size of existing and proposed water and sewer service connections and tap sizes
- ___ Location and size of water and sewer mains to which service connections will be or are made.
- ___ Location and specifications for proposed or existing septic system
- ___ Location of existing and proposed electrical lines and poles on site or adjacent to site
- ___ Location of nearest fire hydrant

3. Grading and Drainage Plan:

- ___ One full size plan
- ___ One reduced plan 8 ½"x11" having black lines sufficient to produce a crisp, clear copy
- ___ Location of detention/retention ponds, if any are proposed
- ___ Two-foot contours or spot elevations
- ___ Depth and slope of cut or fill areas
- ___ Flow patterns and cross-sections of drainage channels and ditches
- ___ Catch basins and inverts, where applicable

4. Landscape Plan:

- ___ One full size plan, scale not exceeding 1" = 100'
- ___ One reduced plan 8 ½" x 11" having black lines sufficient to produce a crisp, clear copy.

- ___ A watering system noted on the plan
- ___ All landscaping materials to be used, identified in a plant matrix
- ___ Sizes (trees – 1 ½" caliper, measured 4" above ground; shrubs – 1 gal. min), varieties and number of plants to be installed or maintained
- ___ Screen walls between development and more restrictive zone districts
- ___ Square footage of landscaped areas
- ___ Width of perimeter landscaping – 5 feet min., 10 feet adjacent to street frontage
- ___ Parking lot landscaping – 1 tree per each 8 spaces minimum
- ___ Street frontage – 1 tree per each 30 linear feet plus 1 tree or shrub for every 1,000 square feet of lot area

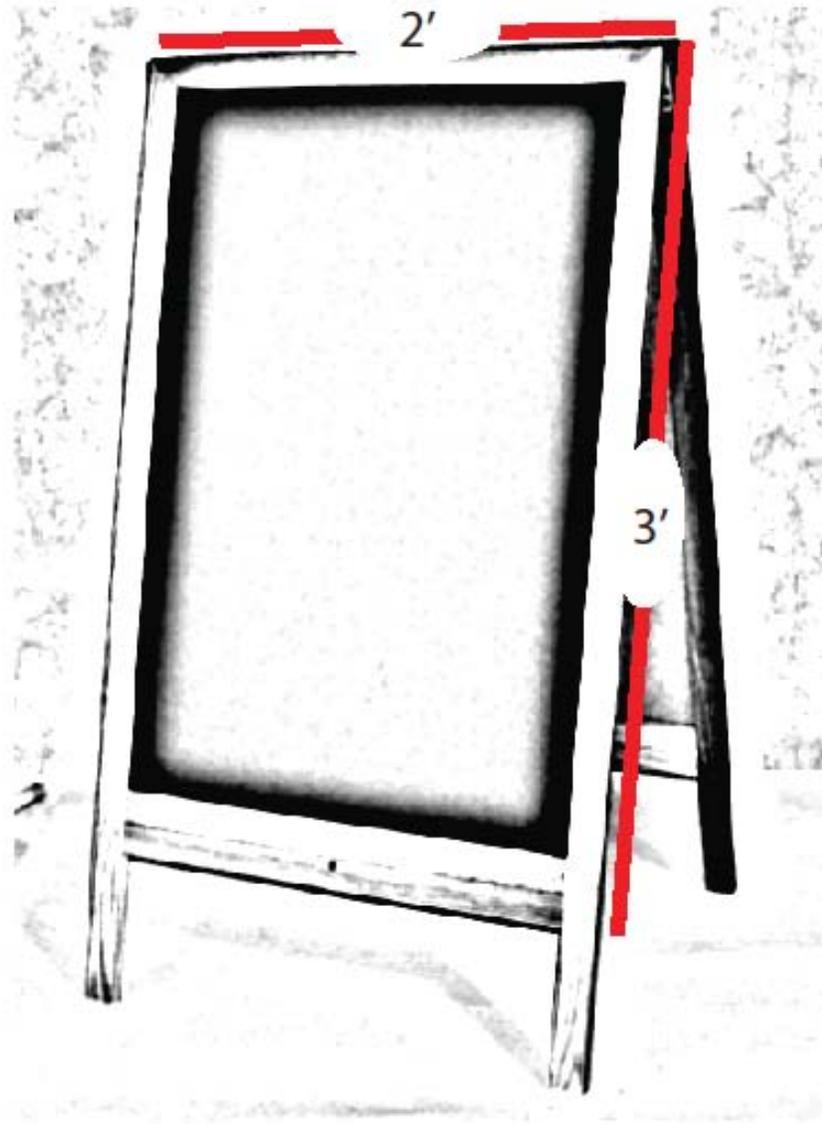
5. Building Elevations (materials, textures & colors):

- ___ One complete, full size set of elevations
- ___ One reduced set of elevations, 8 ½" x 11" or if colored, fifteen reduced sets, 8 ½" x 11"
- ___ Clear indication of architectural design features, drawn to scale and fully dimensioned
- ___ Color elevations or color chips
- ___ Building materials to be used
- ___ Location, color and size of building signage
- ___ Screening of mechanical equipment, if proposed

6. Signage:

- ___ One 8 ½" x 11" black lined drawing of the sign and color chips or fifteen 8 ½" x 11" colored drawings with the true sign colors
- ___ Exact lettering style to be used
- ___ Method of illumination
- ___ Number of sign faces
- ___ Height, dimensions and square footage of signage
- ___ Sign materials
- ___ Electrical specifications (if applicable)
- ___ Method of attachment (if wall or projecting sign)
- ___ Location of plant and landscape materials & list of plants including amount, size & type

******* Please submit a digital copy of all information included in the application *******



2' x 3' Portable Sign
Sample