



Design Review Board Application Information

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

- **APPLICATION SUBMITTAL:** Approximately four weeks prior to meeting date. See submittal deadline on page 2
- **PLEASE CHECK WITH STAFF REGARDING APPLICATION FEES**
 - 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

<u>Design Review Board</u>		
Submittal Deadline	Publication Date	Hearing Date
12/9/2015	12/20/2015	1/6/2016
1/6/2016	1/17/2016	2/3/2016
2/3/2016	2/14/2016	3/2/2016
3/9/2016	3/20/2016	4/6/2016
4/6/2016	4/17/2016	5/4/2016
5/4/2016	5/15/2016	6/1/2016
6/8/2016	6/19/2016	7/6/2016
7/6/2016	7/17/2016	8/3/2016
8/10/2016	8/21/2016	9/7/2016
9/7/2016	9/18/2016	10/5/2016
10/5/2016	10/16/2016	11/2/2016
11/9/2016	11/20/2016	12/7/2016



**TOWN OF CLARKDALE
SITE PLAN/DESIGN REVIEW APPLICATION
P.O. Box 308, Clarkdale, AZ 86324
928-639-2500**

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.

Scheduling: Applications for the Design Review Board must be submitted four 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.

Purpose of Site Plan Review: The Design Review Board reviews all Site Plan Review requests. The Site Plan Review procedures are intended to protect the public health and safety and promote the general welfare of the community. These processes are intended to facilitate the organization of development of commercial and industrial property. They are also intended to insure that new development and redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of 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 will be the only person notified by the Town of the meeting schedule. It will be his or her responsibility to notify the other parties who may be involved.

Name: _____

Mailing Address: _____

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)

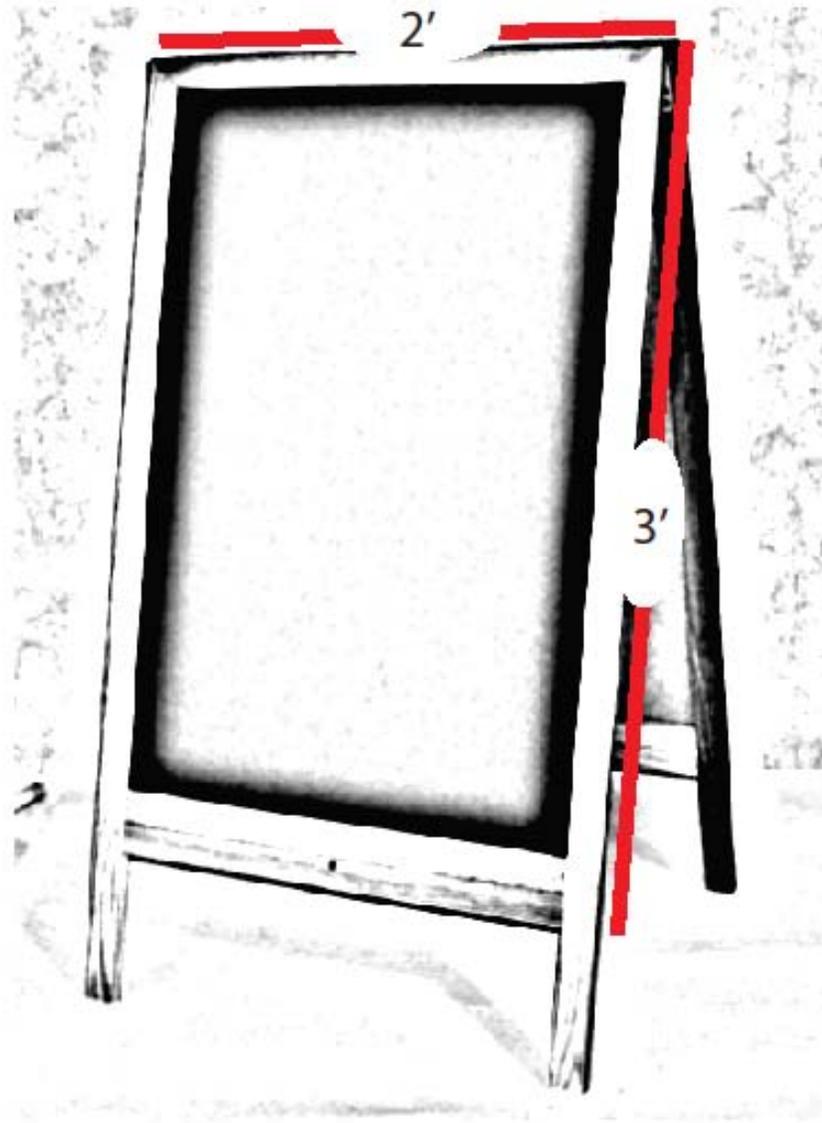
- 1. Payment of the Application Fee:** (In the amount determined by resolution of the Town Council)
- 2. A brief letter stating the intent of the application.**
- 3. Supporting materials: Please Note: All of the information listed below may not be needed for every application. Check with a staff member to verify submittal requirements for your application.**

Site Plan/Design Review Submission Requirements:

	Pre-app meeting	Submit w/application	Required Materials:
1.		X	Fully executed and signed copy of the application and fees paid in full
2.		X	A copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant
3.		X	Legal description and boundary survey to scale
4.	X	X	The parcel number(s) on which the project is located
5.		X	The name, registration number, and seal of the person who prepared the plan, if applicable
6.		X	Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time
7.		X	Site photos/map from all directions at corners (standard prints)
8.		X	The maps or drawing must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 100 feet to the inch for that portion of the tract of land being proposed for development. Applicant must also provide copies of all drawings submitted on 8 1/2" X 11" sheets
9.		X	Digital copy of Site Plan materials (using control supplied by the Community Development Department)
10.	X	X	Location of all required building setbacks, yards, and buffers
11.		X	Zoning Classification of property and surrounding properties
12.		X	The bearings and length of all property lines of the property to be developed and the source of this information
13.		X	Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the development
14.		X	The location and dimensions of existing driveways, parking & loading areas, walkways, and sidewalks on or immediately adjacent to the site
15.		X	Location of intersecting roads or driveways within 200 feet of the site
16.			Location and dimensions of any existing easements and copies of codes covenants or deed restrictions
17.		X	The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection
18.		X	The location of open drainageways
19.		X	The direction of existing surface water drainage across the site
20.		X	The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties

21.		X	A grading and drainage plan that includes existing contours, proposed contours, drainage channels and directions of flow, as well as stormwater calculations, erosion and sedimentation control measures and water quality
22.		X	A traffic statement that includes an estimate of the peak hour and daily traffic to be generated by the project
23.		X	The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site
24.		X	The location, dimensions and elevations of all <u>existing buildings and proposed buildings and building expansion</u> on the site
25.		X	The location, front view, dimensions, and lighting of existing <u>and</u> proposed signs
26.		X	A utility Plan including estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal
27.		X	Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on- site collection or storage facilities
28.		X	Proposed landscaping and buffering plan including irrigation plan
29.		X	The percentage of total landscaping for the project
30.			A material board with representations of colors and materials to be used
31.			Examples of proposed outdoor lighting

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



2' x 3' Portable Sign
Sample