



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.

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



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TOWN OF CLARKDALE
DESIGN REVIEW APPLICATION
P.O. Box 308, Clarkdale, AZ 86324
928-649-2500

Purpose of the Design Review Board: To review the landscaping and exterior design of proposed new buildings, commercial signage, proposed alterations to buildings, excluding single family residences, and major development or redevelopment projects to assure that they are compatible with the surrounding environment and to preserve and protect the integrity and character of the Town.

Scheduling: The Design Review Board (DRB) meets the first Wednesday of every month at 6:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse at 19 N. 9th Street. Applications for the Design Review Board must be submitted three weeks prior to the desired meeting date.

Requirements: The proposed development must conform to the applicable town codes, which may be discussed with the Community Development Director. Please review the Town of Clarkdale's Zoning Code online at our website listed below. Applicable sections are as follows:

Design Review Criteria are listed in Section 11-4 of the Zoning Code;
Site Plan Review Criteria are listed in Section 11-13 of the Zoning Code; and
Sidewalk Cafés Requirements are listed in Section 4-16 of the Zoning Code.

Action: The applicant or a representative must be present at the DRB meeting to explain the proposal or to answer any questions. The Board may approve, approve with conditions, deny, or continue (table) a request.

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: For building projects receiving design review approval, a Building Permit must be applied for and obtained within one year of the final approval date or the approval expires. The Building Permit must be issued 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: To obtain a final Certificate of Occupancy all required and approved improvements shall be complete. 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 designee, or shall guarantee the work in a legally binding agreement between the applicant and the Town of Clarkdale.

Forms and regulations are available on our website:

www.clarkdale.az.gov

Please 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's Phone #: _____

Applicant's Mailing Address: _____

Applicant's Email: _____

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 (separated by use in a mixed use project): _____

CONTACT PERSON (if different from Applicant above)

Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

The contact person will be the **only** person notified of meeting schedules.

OWNER CERTIFICATION:

I certify that I am an owner of the property referenced above, and the information and exhibits herewith are true and correct to the best of my knowledge. 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: _____

CRITERIA AND 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)

Note: Application fees are not refundable.

*****Three full-size sets of all plans plus one reduced (8 1/2" x 11") set are required*****

(ALL INFORMATION SHALL BE DRAWN TO SCALE AND DIMENSIONED.)

2. Site Plan:

- North arrow
- Scale: Engineer's scale preferred
- Date of plan
- Name, address, phone number of applicant & owner(s)
- 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(s)
- Proposed structure's 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:

- 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:

All plants must be from the Approved Plant List included in Chapter 9 of the Zoning Code

- ___ A watering system noted on the plan
- ___ All landscaping materials to be used, identified in a plant matrix
- ___ Sizes (Minimum tree size is 8 feet in height. Minimum shrub size is 2 feet in height.)
- ___ Details of required screening between development and more restrictive zone districts
- ___ Square footage and dimensions of landscaped areas

Principles of Landscape Design

1. Preserve and enhance the natural beauty and environment
2. Mitigate the impacts of parking and other vehicular areas
3. Ensure safety
4. Minimize the effects of temperature extremes, noise, pollution, wind and glare
5. Promote water and energy conservation
6. Enhance quality of life

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

- ___ 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:

Note: For sidewalk cafes, one temporary sign is allowed.

- ___ One 8 ½" x 11" black lined drawing of the sign and color chips and one colored representation of all signage with the true sign colors specifying height, dimensions and square footage of signage
- ___ Exact lettering style to be used
- ___ Method of illumination with cut sheets or samples
- ___ Samples of 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

**Sign Design Criteria
Adopted by the Design Review Board
February 6, 2013**

1. No more than three different fonts should be used in the text for the sign.
2. Sign should have no more than 50 percent opacity. Dark background colors are preferred.
3. Signs should be non-reflective.
4. Signs should be readable from the closest major road.
5. Signs should be appropriate in scale, proportion, color and overall design relative to the exterior architectural character of the structure.