



## TOWN OF CLARKDALE

890 Main Street  
Clarkdale, AZ 86324  
(928) 639-2500

## COMMUNITY DEVELOPMENT DEPARTMENT

### DESIGN REVIEW BOARD INFORMATION

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

## DESIGN REVIEW BOARD INFORMATION

**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.

**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 ensure new development and 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 reviews and approves design and site planning issues. The Board emphasizes landscaping as an integral part of the review process and overall site development.

**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 Applicant 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.