

DESIGN REVIEW BOARD APPLICATION

City Use

File Number	Date	Fee (a)	Check Number	Received By
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INFORMATION REQUIRED**1. NAME AND CONTACT INFORMATION OF THE LANDOWNER OR REPRESENTATIVE**

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

2. NAME AND CONTACT INFORMATION OF DEVELOPER (IF NOT LANDOWNER OR REPRESENTATIVE)

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

3. NAME AND CONTACT INFORMATION OF DESIGNER (IF NOT LANDOWNER OR DEVELOPER)

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

4. NAME AND PARTICULARS OF THE DEVELOPMENT SUBJECT TO DESIGN REVIEW

NAME	
ADDRESS	
ZONING DISTRICT OF DEVELOPMENT	TOTAL ACREAGE OF DEVELOPMENT

a. The application fee must accompany the application submittal.

SIGNATURE REQUIRED

(SEE SUGAR CITY CODE 8-4-5-C-4-G-APPENDED TO THIS APPLICATION FORM)

Please sign and date the agreement below.

AGREEMENT TO ALLOW INSPECTION (a)

The applicant or representative hereby grants permission to Sugar City Design Review officials to inspect the site described in this application.

Signature _____

Date _____

Position _____

ATTACHMENTS REQUIRED

(SEE SUGAR CITY CODE 8-4-5-C-4-APPENDED TO THIS APPLICATION FORM)

Please prepare and attach the following, as applicable.

	YES	N/A (if not applicable, include explanation)	City Code References
1.	<input type="radio"/>	<input type="radio"/> CITY MAP	8-4-5-C-4-a
2.	<input type="radio"/>	<input type="radio"/> TRAFFIC PLAN	8-4-5-C-4-b
3.	<input type="radio"/>	<input type="radio"/> SITE PLAN	8-4-5-C-4-c
4.	<input type="radio"/>	<input type="radio"/> PLANS OF BUILDINGS AND/OR STRUCTURES	8-4-5-C-4-d
5.	<input type="radio"/>	<input type="radio"/> FRANCHISE FEATURES	8-4-5-C-4-e
6.	<input type="radio"/>	<input type="radio"/> LANDSCAPE PLAN	8-4-5-C-4-f
7.	<input type="radio"/>	<input type="radio"/> OTHER INFO. RELEVANT TO DESIGN REVIEW	8-4-5-C-4-h
8.	EXPLANATION:		

FEE REQUIRED

(SEE SUGAR CITY CODE 8-4-5-C-APPENDED TO THIS APPLICATION FORM)

Please include a check or money order for \$100 with the application submittal. Applicant must also pay \$100 per hour of Board review time, up to a maximum of \$1,000 for this time.

a. See 8-4-5-C-4-g of the Sugar City Code.

SIGNATURE OF APPLICANT OR REPRESENTATIVE

The applicant or representative has read and understood section 8-4-5-C of the Sugar City Code and accepts its conditions. The applicant or representative certifies that information supplied in this application and its attachments is complete and accurate.

Signature

Date

Position

APPENDIX TO APPLICATION FOR DESIGN REVIEW-BOARD REVIEW

(EXCERPT FROM SUGAR CITY CODE)

8-4-5-C: APPLICATION CONTENTS:

C. APPLICATION CONTENTS: An application shall include a standard form and fees as approved by City Council. Separate forms and fee schedules are used for administrative review and board review.

1. An applicant may receive informal advice by written request and by submitting relevant plans but not completing the application by paying fees. The board shall reply to such request not later than 15 days after the request or at its next meeting where a quorum is present.

2. Maps and drawings shall be drawn to a scale having no more than one hundred feet to one inch (1" = 100'), measuring at least eleven by seventeen inches (11 x 17") but not more than forty-two inches by sixty inches (42 x 60"). Lettering shall be a minimum height of one/tenth inch (1/10").

3. An application for administrative review shall include the project location, a statement of what work is proposed, relevant details of the project, and permission for the administrator and chairman of the design review board to inspect the site.

4. An application for board review shall include the following items, as applicable.

a. City map showing the location of the site and adjacent roads and streets by name and classification. For an existing building or facility, the address may be substituted for the city map.

b. Traffic plan showing vehicular and pedestrian access and flow: ingress, egress, and internal to the site.

c. Site plan showing footprints of buildings and/or other structures, signage (see title 8 chapter 2), topography and landscaping, utilities, outdoor lighting, and streetscape features.

d. Plans of buildings and/or other structures, including elevations and/or sketches, with schedules of exterior materials and colors.

e. Standardized features pertaining to franchised businesses.

- f. Landscape plan showing locations and descriptions of trees and other vegetation, non-vegetable landscape features, and installation and maintenance details. Landscape planning includes consideration of the Sugar City forester's list of trees that are suitable to the climate and the city.
- g. Permission for the design review board to inspect the site.
- h. Other information relevant to design review.