

**CITY OF TRUSSVILLE
DESIGN REVIEW BOARD
HEARING APPLICATION**

For Office Use Only
File Date: _____
Received By: _____

1. Please check all information supplied on the following pages to ensure that all spaces are filled out completely and accurately before signing this form. **A copy of this application should be included with each packet.**
2. Applicant or representative must attend hearing to present the proposal.
3. Return submittal to the JR Malchus (jmalchus@trussville.org), Engineering and Inspections Department, 518 Main Street, Trussville, AL 35173 – (205) 655-5483.

RECOMMENDATION OF THIS APPLICATION DOES NOT SERVE AS APPROVAL OF BUILDING PLANS, BUILDING PERMITS, OR ZONING REQUIREMENTS.

Business/Owner Name		
Physical Address		
Mailing Address		
City	State	Zip Code
Contact Person		
Relationship to Business		
Telephone Number	Fax Number	
Email Address	Cell Phone Number	

This application is for (Check all that Apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Material Selection | <input type="checkbox"/> Modifications to Exterior |
| <input type="checkbox"/> Auxiliary Structure | <input type="checkbox"/> New Construction | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Color Selection | <input type="checkbox"/> Landscaping | |



Property Owner Information:		
Property Owner Name:		
Physical Address:		
Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax Number:	
Email Address:	Cell Phone:	
Zoning Classification:	Use of Property:	
If located in an existing non-residential building, give name of previous business or tenant at this location:		

Property Owner Authorization

(Must be completed if applicant is **not** the property owner)

I, the undersigned, do hereby attest that I am the legal owner of the property described herein as shown in the records of the Jefferson St. Clair County Tax Assessor's Office. I authorize the persons herein identified as "Applicant" to act on my behalf in the pursuit of this request.

Name (Printed) _____ Signature _____

Date _____

Applicant Certification

I, the undersigned, do hereby attest that the information provided in this Design Review Board Hearing Application is true and correct and contains no misleading information.

Name (Printed) _____ Signature _____

Date _____

INSTRUCTIONS AND HEARING INFORMATION

Required Materials:

In order to allow the Design Review Board to adequately and effectively understand and consider the nature of your request, it is required that certain materials be included with your submittal. These required items are described below along with the reviews for which they would be needed. Submittals not including the appropriate materials as indicated below will not be accepted for review.

1. Site Plan Review –

- Legal Description of the property
- Overall site plan drawing(s) indicating locations of all site features including, but not limited to:
 - All Existing and/or Proposed Buildings
 - Roadways, railroads, or alleys abutting property
 - Ingress and Egress to site
 - Setback lines
 - All Easements on the site (indicating type of easement)
 - Parking areas, parking spaces, driveways, islands
 - Detention/retention areas
 - Dumpster/refuse locations (screening and materials)
 - HVAC/electrical equipment locations
 - Fire hydrants locations
- Site lighting with photometric drawings and compatibility to neighboring buildings and property
- Site line study indicating a lack of visibility of rooftop units to ground level

2. Exterior Elevation Review –

- Colored exterior elevations with material notes of all walls and facades
- All exterior material and color samples
- Locations of roof-top equipment
 - Vents
 - Exhaust pipes
 - Satellite dishes
 - Antennas
- Locations of building lighting
- Perspective drawings and renderings

3. Signage Review –

- Location of all ground signs on overall site plan
- Location of all building signs on exterior elevations
- Individual color drawings of each sign indicating
 - Dimensions
 - Construction
 - Materials
 - Colors
 - Lighting

4. Landscape Review –

- Overall landscape drawing(s) indicating locations of all landscape features including, but not limited to:
 - Size and type of all planted materials
 - Seasonal colors
 - Size and type of all ground covers

Submittal Procedure:

1. An original plus five (5) collated sets of a completed Hearing Application Form and supporting documents are to be filed by the deadline dates, which can be obtained from the Engineering and Inspections Department. All renderings attached to the application must be in color.
2. Any oversized materials may be attached to the original application. All collated sets shall be submitted on paper no greater than 8.5 inches by 14 inches in size (Landscape plans should be submitted full-size)
3. Completed applications received after the deadline date shall be placed on the next available agenda.
4. Drawings submitted must be accurate and labeled.
5. Technical drawings (i.e., signs, elevations, site plans) must also be drawn to scale.
6. Photos shall be mounted on 8.5 inch by 11 inch paper and labeled.
7. Presentation materials, including material/sample boards and mounted drawings, should not be submitted but brought by the applicant to the scheduled meeting.