



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

FOR OFFICE USE ONLY

SUBMITTED 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. **The Applicant shall submit a copy of this application to be included with each packet.**

2) Applicant or representative must attend hearing to present proposal.

3) Please return submittal to Mr. Malchus ([jmalchus@trussville.org](mailto:jmalchus@trussville.org)), Department of Engineering and Inspections, 425 Cherokee Dr. Trussville, AL 35173. (205) 655-5483.

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

APPLICANT NAME: _____		DATE: _____
OWNERS NAME (IF DIFFERENT FROM APPLICANT): _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
PHONE NUMBER: _____	EMAIL: _____	
PROJECT ADDRESS: _____		
PROJECT DESCRIPTION: _____		
TYPE: ( ) RESIDENTIAL	PROPERTY OWNER: _____	
( ) COMMERCIAL	TENANT NAME: _____	
THIS APPLICATION IS FOR (CHECK ALL THAT APPLY):		
<input type="checkbox"/> ADDITION	<input type="checkbox"/> NEW CONSTRUCTION	
<input type="checkbox"/> MATERIAL SELECTION	<input type="checkbox"/> COLOR SELECTION	
<input type="checkbox"/> EXTERIOR MODIFICATION	<input type="checkbox"/> LANDSCAPING	
<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> SIGN	

**PROPERTY OWNER AND/OR APPLICANT AUTHORIZATION**

(Must be completed if applicant is not 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 Tax Assessor’s Office. I authorize the person herein identified as “Applicant” to act on my behalf in the pursuit of this request.

I as the Owner and/or Applicant, do hereby attest that the information provided in this Design Review Committee Hearing Application is true and correct and contains no misleading information to the best of my ability.

Owner Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant 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-
  - o Legal description of the property
  - o 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
  - o Site lighting with photometric drawings and compatibility to neighboring buildings and property
  - o Site line study indicating a lack of visibility of rooftop units to ground level

- 2) EXTERIOR ELEVATION REVIEW-
  - o Colored exterior elevations with material notes of all walls and facades
  - o All exterior material and color samples
  - o Locations of rooftop materials
    - \*Vents                      \* Exhaust pipes
    - \*Satellite dishes        \* Antennas
  - o Locations of building lighting
  - o Perspective drawings and renderings

- 3) SIGNAGE REVIEW-
  - o Location of all ground signs on overall site plan
  - o Location of all building signs on exterior elevations
  - o Individual color drawings of each sign indicating
    - \*Dimensions        \*Construction
    - \*Materials           \*Colors
    - \*Lighting

- 4) LANDSCAPE REVIEW-
  - o Overall landscape drawing (s)
    - \*Size and type of planted materials
    - \*Size and type of all ground covers
    - \*Seasonal colors

<p><b><u>INFORMATION NEEDED FOR SIGNS:</u></b></p> <p>STOREFRONT SQ FT: _____</p> <p>SIGN SQ FT: _____</p> <p>PERCENTAGE OF STOREFRONT TAKEN UP BY SIGN: _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------

**SUBMITTAL PROCEDURES:**

- 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 in 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 applicant to the scheduled meeting.