

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 Office of the City Clerk, Trussville City Hall, 131 Main Street, P. O. Box 159, Trussville, AL 35173 - (205) 655-7478.

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

This application For (Check All That Apply):

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



Property Owner Information:			
Property Owner Name:			
Physical Address:			
Mailing Address:			
City:	State	Zip Code	
Telephone	Fax Number		
E-mail Address	Cell Number		
Property Information:			
Tax ID Number			
Legal Description (May be Attached)	Lot	Survey	Map/Page
Zoning Classification	Use of Property		
If locating 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 _____

Applicant Certification

I, the undersigned to 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 lack of visibility of rooftop units from 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 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
 - Size and type of all ground covers
 - Seasonal colors

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 indicated on the meeting schedule shown on the following page. 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.

**DESIGN REVIEW COMMITTEE
2016 CALENDAR**

**ALL MEETINGS AT 6:00 P.M. AT TRUSSVILLE CITY HALL
FOURTH MONDAY OF THE MONTH**

MONTH	MEETING DATE	SUBMITTAL CUT-OFF
January	January 25, 2016	January 15, 2016
February	February 22, 2016	February 12, 2016
March	March 28, 2016	March 18, 2016
April	April 25, 2016	April 15, 2016
May	May 23, 2016*	May 13, 2016
June	June 27, 2016	June 17, 2016
July	July 25, 2016	July 15, 2016
August	August 22, 2016	August 12, 2016
September	September 26, 2016	September 16, 2016
October	October 24, 2016	October 14, 2016
November	November 28, 2016	November 18, 2016
December	December 19, 2016*	December 16, 2016

* Denotes modification for city holiday

Design Review Committee Members

Bob Davis
Kristin Corley
Joann Milam
Johnny Tarassoli, Planning and Zoning representative
Matt Phillips, RDA representative
Anthony Montalto, City Council representative