

DESIGN REVIEW BOARD APPLICATION

MEETING DATE: _____ TYPE OF REVIEW: FINAL COURTESY

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Overlay/form Based Code: _____

Has LDP/Building Permit been submitted for review? Yes No

Project Type (Check One):

Site/landscape Building Sales Trailer Demolition

Rezoning/Use Permit/Variance **CASE #** _____

Other (Explain) _____

Project Description: _____

APPLICANT/REPRESENTATIVE INFORMATION

Contact Person Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Signature: To the best of my knowledge, this application is correct and complete. I understand that I, or my representative should be in attendance at the Design Review Board meeting on _____, at 6:00 p.m. to present this project. To the best of my knowledge, I have met all applicable Overlay/Form Based Code conditions (Hwy 9/Deerfield, Birmingham, Crabapple, Rural Milton.)

Applicant: _____ Date _____

DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS

Please see the list below for items required according to the type of review. All site plans and building plans shall be drawn to scale. Mounted drawings and sample boards showing materials, colors, etc. should be brought to the meeting for your presentation. **Please fold all large drawings down to 8.5x11 size, and collate all materials.** 11x17 'booklets' are acceptable as well. **Incomplete submittals will not be accepted for review.** If you have any questions, please contact Angela Rambeau at 678.242.2539. Please deliver the application and packets to Community Development, located at Milton City Hall, 2006 Heritage Walk, Milton, GA 30004.

SITE PLAN/LANDSCAPE PLAN REVIEW—9 sets

Construction drawings, as required for LDP, including, but not limited to:

- Site location map (atlas map)
- Aerial map (Google)
- Acreage, density, adjacent zonings
- Zoning conditions (if any)
- Site plan showing building footprint, square footage
- Grading, storm water plan, detention/retention areas
- Location of streams, stream buffers
- Roadways, parking areas, driveways, sidewalks, bike paths, pedestrian paths
- Dumpster enclosure location and detail
- Landscape plan showing location, size and type of specimen and recompense trees, as well as other plantings
- Site lighting with photometric drawings, lighting fixture details
- Retaining wall(s) location, material details, and height
- Fencing location and detail(s)
- Bike rack location and detail
- Mail kiosk location and detail (if applicable)

BUILDING REVIEW—9 sets

- Site location map (atlas map)
- Aerial map (Google)
- Site plan
- Colored renderings of all facades
- Line drawings of all elevations with heights, and materials labeled
- Locations of roof top equipment, satellite dishes, antennas, vents, exhausts (as applicable)
- Site line study showing that rooftop units are not visible from adjoining roads (if applicable)
- Location, details of lighting fixtures
- Dumpster enclosure details (If applicable)
- Mail kiosk details (If applicable)
- Sample board showing materials, colors, etc. (Bring to the meeting)

SALES TRAILER—9 sets

- Site location map (atlas map)
- Aerial map (Google)
- Site plan showing location of sales trailer, setbacks, parking, etc.
- Landscape plan
- Picture and/or construction details of trailer

DEMOLITION REVIEW—9 sets

- Site location map (atlas map)
- Aerial map (Google)
- Site plan, indicating structure(s) to be demolished and the location of specimen trees, erosion control, tree save fencing
- Pictures of structure(s) to be demolished

VARIANCE/USE PERMIT/REZONING—9 sets

- Site location map (atlas map)
- Aerial map (Google)
- Acreage, density, existing site conditions
- Conceptual site plan showing location of buildings, detention areas, streams/stream buffers, specimen trees, roads, parking, driveways, sidewalks, etc.
- For commercial/multifamily/townhome uses: conceptual renderings of buildings, square footages
- For sign variance: site line study showing view of signs from adjacent roads
- For stream buffer variance: mitigation plan