



Architectural Design Review - Submission Requirements

Architectural Design Committee Review is required for:

1. New construction, additions and alternation to all commercial, industrial, and conditional zoning uses,
2. Landscaping and buffering for all commercial, industrial a conditionally-permitted uses, and
3. Signage for all commercial, industrial, and conditionally-permitted uses.

APPLICABLE CODE SECTIONS

For more information regarding landscaping, signage and design review, please see §§154.069, 154.071 and 154.482 of the City's codified ordinances.

SUBMISSION REQUIREMENTS

For new construction, additions, alterations and landscaping, applicants shall submit a completed application for ADC review along with four (4) copies of the following items:

1. Scaled site-plan showing:
 - a) Location and setbacks for all existing and proposed buildings, accessory structures,
 - b) Existing and proposed landscaping and buffering areas with table of proposed plantings and other landscaping and hardscaping elements,
 - c) Location and setback for proposed free-standing signs,
 - d) Existing and proposed easements for public and private utilities.
2. Scaled architectural elevations/drawings showing:
 - a) Details and dimensions of the proposed architectural treatment of all exterior elevations (including the roof),
 - b) Information regarding architectural details, such as exterior cladding materials, colors, other architectural features such as doors, windows, awnings, roofs, dormers, exterior light fixtures, etc. Samples, brochures, "spec" sheets and "chips" of the proposed construction materials, colors, door, window and trim details, etc. are encouraged and may be required for clarity prior to ADC approval.
3. Scaled drawings for each sign and/or window or door graphics showing:
 - a) Sign dimension, display area and colors,
 - b) Proposed graphics & lettering (fonts, letter height, letter colors, etc.),
 - c) Location of sign or other graphic on the building, windows or doors,
 - d) Supporting structure or sign base details, including dimensions, overall height, materials and colors (freestanding signs only),
 - e) Proposed means of sign illumination.
4. "Before" and "after" photos showing the structure(s) and/or signage as it exists and as proposed.

Applications for signage only should include the items required in 1c), 3 and 4 above.

SUBMISSION DEADLINE

The ADC meets on the second & fourth Mondays of each month at 4:30PM in City Council Chambers. A meeting schedule for the current calendar year is available from the Building & Planning Department's webpage.