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For Office Use Only	
File #: _____	Zone: _____
Permit #: _____	Permit Fee: _____
PID #: _____	Received: _____

## DESIGN REVIEW APPLICATION

### 1. TYPE OF WORK (FOR OFFICE USE ONLY)

Required Review     
  Secondary Review     
  Project review waived by the Design Review Board

### 2. CONTACT INFORMATION

**APPLICANT** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**OWNER** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**CONTRACTOR, ARCHITECT, OR ENGINEER** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. PROJECT INFORMATION

Project Location: \_\_\_\_\_

Designated Heritage Resource:  Yes     No     
 Located in the 500 Lot Area:  Yes     No  
 Affordable Housing Project:  Yes     No

### 4. DETAILED PROJECT DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

### 5. APPLICATION REQUIREMENTS

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Application Form with Fees <ul style="list-style-type: none"> <li>• Application Fee (\$400); and</li> <li>• Design Review Fee (\$2500)</li> </ul> | <input type="checkbox"/> Maps & Survey Plan <ul style="list-style-type: none"> <li>• Current Survey Plan showing the existing with any proposed alterations.</li> <li>• Map of area showing property and surrounding parcels and uses</li> </ul> | <input type="checkbox"/> Others <ul style="list-style-type: none"> <li>• Architectural Plans and Elevation Drawings</li> <li>• Specifications for Exterior materials to be used</li> </ul> | <input type="checkbox"/> Permission from Owner <ul style="list-style-type: none"> <li>• If Applicant is not the property Owner, Owner must grant permission to apply.</li> </ul> |
|--|--|--|--|

### 6. DECLARATION & SIGNATURE

I do solemnly declare that I am the Authorized Agent of the Owner/the Owner named in the Application and certify that the statements contained are true and complete, and are made with full knowledge of the circumstances connected with this Application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS IS AN APPLICATION ONLY**