

**APPLICATION INTAKE**

**In Person:** 9:00 am – 3:30 pm

**By Email:** [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)



**DESIGN REVIEW BOARD APPLICATION**

<b>Application Number:</b>			
<i>*Please refer to Section 13.6 of the Unified Development to determine if your project is categorized as an Administrative or Major Review*</i>			
Type of Request:		<input type="checkbox"/> Major	<input type="checkbox"/> Administrative
Estimated Cost:			
<b>PROJECT DESCRIPTION</b>			
Name of Project:		PIN:	
Project Address:			
<b>CONTACTS</b>			
<b>Applicant/Owner</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Representative</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Architect</b>	Name/Company Name:		
	Email:		Phone:
<b>Engineer</b>	Name/Company Name:		
	Email:		Phone:
<b>Landscape</b>	Name/Company Name:		
	Email:		Phone:
<i>I hereby certify that all information provided herein is true and correct.</i>			
Applicant Signature: Property Owner or Owner’s Representative			Date:



**APPLICANT SIGNATURE PAGE**

**READ CAREFULLY BEFORE SIGNING.**

- I understand that failure to supply all required information (per the relevant Applicant Checklist and requirements of the *Unified Development Code*) will result in **REJECTION OF THE APPLICATION**.
- I understand that the application may not be approved if applicant plans to attend the Design Review Board meeting without required items or if the applicant presents plans that differ from submittal materials.
- I understand that I will become familiar with applicable zoning code and Design Guidelines.

I understand that failure to respond OR to submit deficient items within six months of receiving comments will result in **THE APPLICATION BEING DEEMED AS WITHDRAWN BY THE CITY**

Applicant or Representative Signature

Date:

*I respectfully petition that this property be considered as described in this application. Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be considered accordingly. Additionally, applicant further acknowledges and fully understand all above statement made by the City of Roswell.*

*I hereby certify that all information provided herein is true and correct*

Applicant or Representative Signature

Date:

Address:

City:

State:

Zip:

NOTARY: Personally appeared before me the above applicant or representative named \_\_\_\_\_ who on oath says that he/she is the applicant or representative for the foregoing, and that all the above statements are true to the best of his/her knowledge

Notary Signature

Date:

Date commission expires:



## DESIGN PLAN REVIEW CHECKLIST

**The following application materials are required:**

1. Completed and signed application form.
2. Payment for application fee.
3. Letter of Intent describing the proposed scope of work.
4. A rendering and all four side elevations which must contain:
  - Colors and materials labelled;
  - Primary and side street transparency %;
  - Upper and ground floor transparency %;
  - Maximum blank wall area; and
  - Floor-to-floor heights

**Applicant must provide a material board and color samples at the board meeting.**

5. If bulk plane is applicable, provide a detailed elevation showing the bulk plane for the proposed building(s).
6. Topographical survey of the property.
7. Site plan, which must contain all site development statistics:
  - Total site area
  - Primary/side street build-to-zone and building in primary street BTZ (min % of lot width)
  - Building footprint [SF & %],
  - Parking space numbers (existing, proposed, and how many are required per UDC)
  - Total impervious surface [SF & %]
  - Outdoor amenity space and landscape open space [SF & %]
  - All required buffers
8. Proposed grading plan.
9. If there are proposed retaining walls, please
  - Provide information on a grading plan indicating the top of the wall and the bottom of wall(s);
  - Provide an example of the material for the proposed wall(s); and
  - A profile and cross-section of the proposed wall(s).
10. Landscape plan(s) and tree survey(s) which must contain all landscape development information (planting list with common name, current & proposed tree density units, buffers and landscape strips, and proposed tree removal).
11. Provide justification for removal of specimen trees in accordance with section 12.1.3, letter B, #1
12. Photometric Plan.
13. Drawings meeting the intent of section 10.2.8 Screening (both utility and dumpster).
14. Proof of a Stormwater Concept (applicant must contact Stormwater Reviewer).
15. Steep slopes analysis and traffic impact study if required (applicant must contact City Engineer and RDOT). If required, this analysis and study must be submitted prior to the application submittal.
16. **Digital copy of all required documentation.**

**\*\*\* Project deemed 'Administrative Review' must submit items 1-3 as well as one to-scale copy of items 4-15 (if applicable). Please contact the Planning and Zoning Division to determine which items are required.\*\*\***



**\*\*ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA \*\***

- Design Review Board meetings are held in City Hall Council Chambers at 6:30 PM on the 1<sup>st</sup> Tuesday of each month.

### 2024 DESIGN REVIEW BOARD MEETING DATES

**\*No January Meeting**

**Tuesday, February 6, 2024**

**Tuesday, March 5, 2024**

**Thursday, April 11, 2024\*\* Meeting moved due to Spring Break**

**Tuesday, May 7, 2024**

**Tuesday, June 4, 2024**

**Tuesday, July 2, 2024**

**Tuesday, August 6, 2024**

**Tuesday, September 3, 2024**

**Tuesday, October 1, 2024**

**Tuesday, November 7, 2024\*\* Meeting moved due to Election Day**

**Tuesday, December 3, 2024**