

**CITY OF VESTAVIA HILLS
DESIGN REVIEW BOARD
PREPARATION CHECKLIST**

Section I. Instructions, Information and Checklist:

Below is a checklist detailing the actions in the processing of the above referenced application before the Vestavia Hills Design Review Board. These are outlined in detail in the Vestavia Hills Zoning Code (approved December 13, 2010, as amended) and Design Review Regulations (approved March 10, 2011).

The Design Review Board meets the 1st Thursday of every month. Be sure to submit the correct application for your request. **Please note, these application dates are prescribed by law and cannot be amended by staff. There are no exceptions.** Application deadlines are outlined as follows:

- Landscape Approval Requests – 15 days prior to the meeting
- Architectural Approval Requests – 15 days prior to the meeting

Below is a checklist of all information needed in order to process your request. This information must be supplied in its entirety or the item will not be properly filed and will (a) not be accepted by the Office; or (b) not be presented to the Board. Acceptance by the Clerk does not constitute acceptance of complete and proper filing. **Please submit this checklist with your application.**

Applicant must submit all documentation designed by an “*”. The remaining information is supplied by staff.

*	\$50 Application Fee
*	Application (original) completed with owner’s signature notarized and representing agent designated (if applicable)
*	One (1) vicinity sketch
*	Three (3) full size sets <u>folded</u> to a size of 8 ½” X 11” and One (1) electronic copy (.pdf format) burned on CD or thumb drive. Complete sets including but not limited to: application, color rendering, drawings, renderings, survey, etc. <u>ALL SETS MUST INCLUDE A COPY OF THE APPLICATION. SETS ARE TO BE PUT TOGETHER IN THE MANNER YOU WOULD LIKE THE BOARD TO RECEIVE THEM.</u>
*	If applicable, Design Review Board Ordinance Checklist
*	Materials need to be <u>brought to the scheduled hearing</u> are including but not limited to the following samples: brick, mortar, siding, paint, stain, glass, aluminum, etc.
-	Assign Case Number

	Label File contents and folder
-	Insert Staff Feedback form in folder
-	Deposit application fee
+	Obtain Staff feedback from Engineer
+	Obtain Staff feedback from Fire Marshal
+	Obtain Staff feedback from Building Safety
+	Obtain Staff feedback from City Clerk
+	Schedule case for presentation to Board
+	Place request on agenda
+	Request is presented to Commission
+	Request is Approved
+	Request is not approved

**CITY OF VESTAVIA HILLS
DESIGN REVIEW BOARD
APPLICATION**

I. APPLICANT INFORMATION:

Owner of Property (This Section Must Be Completed)

Name: _____

Address: _____

Phone #: _____ Other #: _____

E-Mail: _____

Billing/Responsible Party (This Section Must Be Completed)

Name: _____

Address: _____

Phone #: _____ Other #: _____

E-Mail: _____

Representing Attorney/Other Agent

Name: _____

Address: _____

Phone #: _____ Other #: _____

E-Mail: _____

II. DESCRIPTION OF PROPERTY:

LOCATION: _____

Street Address

Subdivision name, Lot #, Block #, etc.

III. REASONS FOR REQUEST:

1. () Preliminary Review
 2. () Landscape Review
 3. () Architectural Review
 5. () Final Review of Materials
 6. () Other - Explain _____
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IV. PROCESS:

1. () New Building
2. () Renovation of Existing Building
3. () New Landscape Plan
4. () Renovation to Existing Landscaping Plan
7. () Other - Explain _____

V. ZONING

Vestavia Hills Zoning for the subject property is _____.

VI. OWNER AFFIDAVIT:

I do hereby declare the above statements are true and that I, the owner, and/or my duly appointed representative will be at the scheduled hearing. ****This application must be signed by the property owner before a Notary and the original application shall be submitted (no copies allowed).****

Owner Signature/Date

Representing Agent (if any)/date

Given under my hand and seal
this _____ day of _____, 20_____.

Notary Public

My commission expires _____
day of _____, 20_____.

Review Requirements

The following information and exhibits shall be provided and presented on your proposed project for review. The Board will review the three project components at the meeting. The Board must approve all three components before any permit is issued. A design professional, owner, or owner representative with knowledge of design elements and project provisions should represent the project to the committee.

- General: Provide three copies and one digital copy (pdf format) of all drawings or plans required below for review. Drawings must be to scale. These drawings should be turned in with the application. Drawings shall be folded to size 8 ½” by 11”.
1. Architectural Review
 - a. Site plan showing roadways, entrances, exits and parking.
 - b. Building elevations showing construction material, material colors, context, and protrusions. Color rendering is preferred. Roof design must be detailed.
 - c. Presentation by architect or owner with knowledge of compatibility with adjacent structures, city context, etc.
 2. Landscape Review
 - a. Site plan showing contours, drainage containment areas, parking spaces, sidewalks, buffers, site lighting and details, etc.
 - b. Landscape plan showing planting materials, designations, size, potted planting, window boxes, vines, etc. Trees will be identified by botanical name, quantity, and caliper. Shrubs will be identified by botanical name, quantity, and container size. Differentiate between existing and new landscaping.
 - c. Parking lots: Provide calculations of total square footage and square footage designated for landscaping. Indicate handicapped spaces. Indicate size of parking spaces.
 - d. Irrigation plan for all landscaped areas.
 - e. Statement of maintenance policy and provisions.