



Design Plan Orientation Meeting

The following application materials are required by 3:30 P.M. of the submittal day (see calendar):

1. Completed and signed application form
2. Check made to the City of Roswell (\$200 for projects under \$50,000 and \$350 for those over).
3. Two copies of the Letter of Intent including explanation of compliance with Design Guidelines. **The Design Guidelines can be found in Articles 15 and 16 of the Unified Development Code.**
4. Two 11x17 copies of detailed elevations (colors and materials labelled) and renderings. **Applicant must provide a material board and color samples at the board meeting.**
5. If bulk plane is applicable, provide Two 11x17 copies of detailed elevations showing the bulk plane for the proposed building(s).
6. Three large and two 11x17 copies of a topographical survey of the property.
7. Three large and two 11x17 copies of the site plan(s) 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 [sqft & %],
 - Parking space numbers
 - Total impervious surface [sqft & %]
 - Outdoor amenity space, landscape open space, or common open space [sqft & %]
 - All required buffers
8. Three large and two 11x17 copies of a 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;
 - provide an example of the material for the proposed wall; and
 - A cross-section of the proposed wall.
10. Three large and two 11x17 copies of 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. Two 11x17 copies of a photometric plan.
12. Two 11x17 copies of drawings meeting the intent of article 10.2.8 Screening (both utility and dumpster).
13. Proof of a Stormwater Concept (applicant must contact Stormwater Reviewer).
14. 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.
15. **Thumb drive or PDF with all required documentation for the submittal.**

***** Project deemed 'Administrative Review' must submit items 1 & 3 as well as two 11x17 copies of items 4-11 (if applicable). *****



Munis: _____

Fee: _____

Design Review Plan Application

TYPE OF REQUEST :

- Design Review Board
- Administrative Design Plan Review
- Major Design Plan Review Initial

*** Please refer to Section 13.6 of the Roswell Unified Development Code to determine if your project is categorized as a Minor or Major Review

TYPE**PROJECT**

Name of Project

Estimated Cost

Property Address/Location

PIN

PROJECT**APPLICANT/OWNER**

Applicant

_____ Company	_____ Email	_____ Phone #
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_____ Mailing Address	_____ Suite/Apt. #	_____ City	_____ State	_____ Zip Code
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APPLICANT**REPRESENTATIVE**

Contact Name (Owner's Agent or Attorney)

_____ Company	_____ Email	_____ Phone #
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_____ Mailing Address	_____ Suite/Apt. #	_____ City	_____ State	_____ Zip Code
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I hereby certify that all information provided herein is true and correct.

REPRESENTATIVE

Applicant Signature: Property Owner or Owner's Representative

Date: ____ / ____ / ____



Design Review Plan Application

ARCHITECT

Name

Company	Email	Phone #
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ENGINEER

Name

Company	Email	Phone #
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LANDSCAPE

Name

Company	Email	Phone #
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OTHER

Name

Company	Email	Phone #
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Application Signature Page

Please complete this **Applicant Signature Page** for ALL applications. **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 meeting without required items or if the applicant presents plans that differ from submittal materials.
- I understand that I will become familiar with application, LDP, building permit, business license and sign permit processes.
- I understand that I will become familiar with applicable zoning code and Design Guidelines.
- I understand that due to a sewer allocation system controlled by Fulton County, sewerage capacity may not be available. I agree to arrange sewer service separately from this application. The method of sewage disposal that is planned for this property is:
Check one:
 - Sanitary Sewer
 - Septic Tank

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 understands all above statements made by the City of Roswell.

APPLICANT SIGNATURE (REQUIRED FOR ALL APPLICATIONS)

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

_____ / ____ / ____
 Owner of Property (Signature) Date

_____ Phone
 Street Address, City, State, Zip

NOTARY

Personally appeared before me the above Owner named _____ who on oath says that he/she is the Applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

_____ / ____ / ____
 Notary Public (Signature) Date Date Commission Expires



DESIGN REVIEW BOARD 2019 CALENDAR

Submission Deadline	DRB Meeting Date
December 4, 2018	*January 7, 2019
January 3, 2019	February 5, 2019
February 5, 2019	March 5, 2019
March 5, 2019	**April 11, 2019
April 2, 2019	May 7, 2019
May 7, 2019	June 4, 2019
June 4, 2019	***July 11, 2019
July 2, 2019	August 6, 2019
August 6, 2019	September 3, 2019
September 3, 2019	October 1, 2019
October 1, 2019	****November 6, 2019
November 5, 2019	December 3, 2019
December 3, 2019	No January 2020 DRB Meeting

Note

A determination of compliance for the application will determine when the application will be placed on the Design Review Board agenda. Design Plans must be received by the submission deadline to allow an application to be heard on the hearing date.

Design Review Board (DRB) meetings are held in the City Hall Council Chambers at 6:30 p.m. on the 1st Tuesday of each month. The Council Chambers are located on the second floor of Roswell City Hall at 38 Hill Street.

- * ***Date moved due to holiday.***
- ** ***Date may move due to spring break.***
- *** ***Dated moved due to holiday.***
- **** ***Date moved due to elections.***