

**CITY OF DURANGO
APPLICATION FOR DESIGN REVIEW**

The City of Durango enforces Design Guidelines for Downtown Durango and for commercial uses throughout the City. All new construction of, additions to, and/or any activity which alters the exterior of, any building in Downtown and of any commercial building in the City is subject to review for compliance with the Design Guidelines and approval by the Design Review Board. A copy of the Design Guidelines is available at the Office of Community Development.

Please fill out the application thoroughly. The more complete your application, the easier it will be to process the project.

I. NAME/ADDRESS OF BUILDING _____
NAME OF BUSINESS _____

II. APPLICANT'S NAME _____ OWNER'S NAME _____
ADDRESS _____ ADDRESS _____
PHONE _____ PHONE _____

III. WHICH OF THE FOLLOWING ACTIVITIES ARE PROPOSED?
_____ NEW CONSTRUCTION _____ ADDITION _____ COLOR CHANGE
_____ RENOVATION _____ FAÇADE CHANGES _____ OTHER

Please describe the proposal

IV. SUBMITTAL REQUIREMENTS
The following materials must be submitted with this application:

- _____ A narrative addressing the following topics:
 - _____ Architectural features and your approach to the Design Guidelines
 - _____ Finish materials
 - _____ Lighting
 - _____ Landscaping
 - _____ Relationship of your design to the context of the area
- _____ A presentation packet including:
 - _____ Accurately scaled exterior elevations _____ Landscaping Plan
 - _____ Accurately scaled site plan _____ Lighting Plan
 - _____ Finish material colors and textures samples

Historical/Architectural component forms have been filed for each building in Durango's historic districts. Copies of these forms are on file at Durango's Office of Community Development.

V. WHAT ABOUT SIGNING?
Signing is part of the design review. **If you want to have your sign program considered during the design review, please attach the following:**

- Sign Permit Application
- All required submittal materials indicated on sign permit application

If your signing is not reviewed concurrently with the design proposals, you will be required to attend additional Design Review Board meetings.

THE DESIGN REVIEW BOARD NEEDS TO BE ABLE TO COMPLETELY VISUALIZE HOW YOUR PROJECT WILL LOOK. DOES YOUR SUBMITTAL HAVE THE INFORMATION THEY NEED?

After you have submitted a complete application, your project will be scheduled for the earliest possible meeting of the Design Review Board. The Board has regular 3:15 p.m. meetings at the Office of Community Development on the 2nd and 4th Monday of each month. Your attendance is required during your review. The City of Durango's Planning Staff will let you know when you are scheduled.

The undersigned requests processing of this application under the provisions of Section 27-5 of the Durango City Code.

Signed _____ Date _____