

# THE CITY OF PELLA

Planning & Zoning Department | 825 Broadway Street | Pella, IA 50219  
Phone: (641) 628-0043 | Monday - Friday | 7:30am to 4:30pm

## Design Review Permit Application

### I. PROJECT INFORMATION

Site Address:	Parcel ID:
Zoning District:	Land Use(s):

### II. CONTACT INFORMATION

Applicant:	Phone:
Mailing Address:	Email:
Property Owner:	Phone:

### III. PROPOSED WORK

<input type="checkbox"/> New ___ Building ___ Addition	<input type="checkbox"/> Alteration ___ Interior ___ Exterior	<input type="checkbox"/> Repair ___ Major ___ Minor	<input type="checkbox"/> Paint ___ Main ___ Trim	<input type="checkbox"/> Other (Please specify):
Dutch Palette Color(s) to be Used:				
Building Material(s) to be Used:				

### IV. SUMMARY OF PROJECT

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### V. ACKNOWLEDGMENTS

I certify that \_\_\_ I am the legal owner on record, or \_\_\_ I have secured the property owner's permission, and that the above information is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

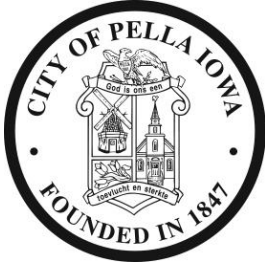
Recommendation of CDC Design Subcommittee:  Approve  Deny/Full Committee Date: \_\_\_\_\_

CDC Subcommittee Member #1: \_\_\_\_\_ CDC Subcommittee Member #2: \_\_\_\_\_

CDC Comments: \_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_



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## **Design Permit Application Checklist for Submittals**

Please include the following documents and/or supplemental items applicable to your project when submitting a Design Permit application.

### **BUILDING DESIGN**

- \_\_\_ Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration.
- \_\_\_ Accurate, detailed drawings or photographs showing existing conditions of the building.
- \_\_\_ Accurate detailed scale drawings of site plan (where site plan submittal required).
- \_\_\_ Samples, specifications, photos of all materials ie: door cut sheets, window/grille specs, siding, handrails, fencing, brick, etc.
- \_\_\_ Accurate and sufficient samples of paint chips for primary and trim colors.
- \_\_\_ Manufacturer's cut sheet or specifications and locations for all HVAC units and other infrastructure (where such infrastructure will be located outside the building).
- \_\_\_ Sample and/or specifications of roofing material.
- \_\_\_ Narrative explaining the scope of work proposed.
- \_\_\_ Additional drawing(s) or sections of details for trim and finish work.

### **SIGNS**

- \_\_\_ Accurate, scaled color rendering of proposed sign, or photograph if already existing.
- \_\_\_ Material specifications; accurate and sufficient samples of each proposed color.
- \_\_\_ Photograph or accurate scale drawing of building elevation showing proposed location(s) of wall signage, window signs, European shingle signs and other attached signage.
- \_\_\_ Photograph or accurate scale drawing of site plan showing proposed location of freestanding sign.
- \_\_\_ Type & location of all lighting fixtures.

### **OUTDOOR FIXTURES**

- \_\_\_ Accurate, detailed scale drawing of fences, screening, benches, seating, tables, architectural ornamentation or other outdoor fixtures.
- \_\_\_ Manufacturer's cut sheets for all fixture(s); photos if available; specify colors.

### **LIGHTING**

- \_\_\_ Show numbers & locations of proposed lights on a site plan.
- \_\_\_ Provide manufacturer's cut sheets for all fixture(s) and/or pole(s); photos if available; specify colors.
- \_\_\_ Specify types of bulbs and size/intensity for each type of fixture.
- \_\_\_ Accurate, scale drawings or photographs of building elevations for wall mounted lights.

### **AWNINGS/CANOPIES**

- \_\_\_ Photo or brochure showing proposed design.
- \_\_\_ Color sample or swatch of proposed material.
- \_\_\_ Photograph or accurate scale drawing of building, showing where awning is to be installed.