

# OLD TOWN DESIGN REVIEW COMMITTEE

## Process for Submitting Plans for Review

All Old Town construction projects which require a permit must receive a Letter of Design Approval in order to begin construction. Letters of Design Approval are granted by the Old Town Design Review Committee which meets on the second and fourth Monday of each month. All submissions to the committee must be turned in no fewer than 10 days in advance of the meeting.

### PRE-DESIGN CONFERENCE

A pre-design conference with the City's Old Town Development Coordinator is recommended prior to the submission of an application for a Letter of Design Approval. A development plan containing the following information should be submitted to the City at or before the pre-design conference:

- Site plan showing footprints of existing structure(s)/parking area (may be hand drawn).
- Scaled building elevation drawings for all sides of the building or buildings on which work is being done or can be seen.

### APPLYING FOR A LETTER OF DESIGN APPROVAL

The Old Town Design Review Committee grant Letters of Design Approval based on appropriate use of architectural features and designs which are visually harmonious with the historic look and feel of Old Town.

Applicants should utilize the following steps when developing plans to submit to the Committee.

1. Property owners are strongly encouraged to engage licensed architects and other design and planning professionals to assist them in developing their concepts. The Architectural Guidelines in the Old Town Development Ordinance provide the framework for projects to be considered. Knowledge of architectural principles and styles are necessary to developing well throughout plans for presentation.

2. An application packet, which includes thirteen (13) copies of supporting documents should be prepared and submitted to the Department of Community Development for the OTDRC to review. Adequate documentation is essential to provide a complete

understanding of the work proposed. Applicants are required to submit the following documentation:

- Site plan/roof plan
- Proposed building elevations (in color and to scale)
- Any product literature or material samples as available or applicable

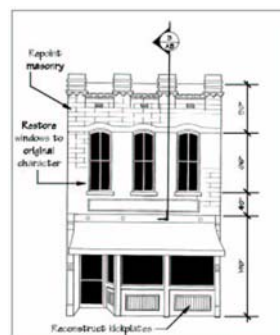
While a professionally produced drawing is encouraged, it is not required. The sketches below illustrate appropriate and inappropriate drawings.



**Inappropriate drawing:** the scale and character are not clearly conveyed, nor are there any dimensions.



**Appropriate drawing:** the scale is clear, architectural features are identified and dimensions are provided.



**Appropriate drawing:** this is the best drawing because it conveys an accurate depiction of exactly what the building will look like when complete.

# Letter of Design Approval Process Flowchart

