



# Final Design Review Application – Design Review Board

## Planning Division

### 1. Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 2. Applicant's Attorney/Contact Person

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Project Designer/Developer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3. Required Attachments

- Warranty Deed with legal description of property
- Photographs of existing site and buildings
- Completed Checklist
- Samples of all materials to be used
- Landscape Plan showing all existing and proposed elements
- Catalog sheets for all proposed lighting
- Ten (10) folded copies of scaled plans including site plan and color elevations showing all materials and an itemized list of all changes for which approval is requested with the changes marked in color
- Required fee (see Fee Schedule for applicable amount)
- One (1) Digital set of plans

### 4. Project Information

Address/Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
Name of Development: \_\_\_\_\_  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

Name of Historic District site is in, if any: \_\_\_\_\_  
Date of Planning Board Approval, if any: \_\_\_\_\_  
Date of DRB Approval, if any: \_\_\_\_\_

### 5. Details of the Nature of Work Proposed (Attach separate sheet if necessary)

(Please specifically list all materials and colors to be used)

---

---

---

---

---

---

---

---

---

---

## 6. Buildings and Structures

Number of Buildings on site: \_\_\_\_\_

Use of Buildings: \_\_\_\_\_

## 7. Addition

Proposed use: \_\_\_\_\_

Height: \_\_\_\_\_

Number of floors: \_\_\_\_\_

Total Floor area in sq. ft. (all floors): \_\_\_\_\_

Number of sq. ft. on each floor: \_\_\_\_\_

Office space in sq. ft.: \_\_\_\_\_

Retail space in sq. ft.: \_\_\_\_\_

Industrial space in sq. ft.: \_\_\_\_\_

Assembly space in sq. ft.: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_

## 8. Landscaping

Location of landscape areas: \_\_\_\_\_

Proposed landscape material: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 17. Building Lighting

Number of light standards on building: \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_

Size of light fixtures (LxWxH): \_\_\_\_\_

Height from grade: \_\_\_\_\_

Maximum wattage per fixture: \_\_\_\_\_

Proposed wattage per fixture: \_\_\_\_\_

Light level at each property line: \_\_\_\_\_

Number & location of holiday tree lighting receptacles: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for site plan review in Birmingham, and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Architect: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted by: \_\_\_\_\_



## FINAL DESIGN REVIEW APPLICATION CHECKLIST – PLANNING DIVISION

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Project: \_\_\_\_\_

All site plans and elevation drawings prepared for approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Plans must be no larger than 24" x 36", and must be folded and stapled together. The address of the site must be clearly noted on all plans and supporting documentation.

### Final Site Plan

A full site plan detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- \_\_\_\_\_ 1. Name and address of applicant and proof of ownership;
- \_\_\_\_\_ 2. Name of Development (if applicable);
- \_\_\_\_\_ 3. Address of site and legal description of the real estate;
- \_\_\_\_\_ 4. Legend and notes, including a graphic scale, north point, and date;
- \_\_\_\_\_ 5. A separate location map;
- \_\_\_\_\_ 6. A list of all requested elements / changes to the site plan;
- \_\_\_\_\_ 7. Any changes requested marked in color on the site plan and on all elevations of any building(s);
- \_\_\_\_\_ 8. General description, location, and types of structures on the site;
- \_\_\_\_\_ 9. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_\_\_ 10. A landscape plan showing all existing and proposed planting and screening materials, including the number, size, and type of plantings proposed.
- \_\_\_\_\_ 11. Any other information requested in writing by the Planning Division, the DRB, or the Building Official deemed important to the development.

### Elevation Drawings

Complete elevation drawings detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- \_\_\_\_\_ 12. Color elevation drawings showing the proposed design for each façade of the building;
- \_\_\_\_\_ 13. List of all materials to be used for the building, marked on the elevation drawings;
- \_\_\_\_\_ 14. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_\_\_ 15. A list of any requested design changes;

- \_\_\_\_\_ 16. Itemized list of all materials to be used, including exact size specifications, color, style, and the name of the manufacturer;
- \_\_\_\_\_ 17. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometric analysis of all exterior lighting fixtures showing light levels to all property lines; and
- \_\_\_\_\_ 18. Any other information requested in writing by the Planning Division, the DRB, or the Building Official deemed important to the development.



## Fee Schedule

Administrative Approval	\$100.00
Board of Zoning Appeals* <ul style="list-style-type: none"> <li>• Single Family Residential</li> <li>• All Others</li> </ul>	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Lot Division*	\$200 / parcel affected
Historic District Review* <ul style="list-style-type: none"> <li>• Single Family Residential District</li> <li>• All other zone districts</li> </ul>	No charge \$350
Public Notice Sign	\$100 / refundable deposit \$50 fee
Site Plan Review* <ul style="list-style-type: none"> <li>• R4 through R8 zone district</li> <li>• Nonresidential districts</li> </ul>	\$850 plus \$50 per dwelling unit \$1050 plus \$50 per acre or portion of acre
Special Land Use Permit* <ul style="list-style-type: none"> <li>• Plus Site Plan Review</li> <li>• Plus Design Review</li> <li>• Plus Publish of Legal Notice</li> <li>• Plus sign rental and deposit</li> </ul>	\$800 \$1050 \$350 \$450 \$150 Total fee: \$2800
Special Land Use Permit Annual Renewal Fee	\$200.00
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50
Zoning Ordinance Amendment Hearing (Rezoning)*	\$1500

**\*Require public notice sign to be posted (\$150 – rental fee & deposit)**

**The fees for design review, site plan review, historic district review and special land use permits shall be double the listed amounts in the even the work is commenced prior to the filing of an application for review by the City of Birmingham.**

Ordinance No. 1751 (Appendix A, Section 7.38 of the Birmingham City Code)



## Standards for Design Review

The Design Review Board shall review all documents submitted pursuant to this section determining the following:

1. All of the materials required by this section have been submitted for review.
2. All provisions of Chapter 126 of this Code have been complied with.
3. The appearance, color, texture and materials being used will preserve property values in the immediate neighborhood and will not adversely affect any property values.
4. The appearance of the building exterior will not detract from the general harmony of and is compatible with other buildings already existing in the immediate neighborhood.
5. The appearance of the building exterior will not be garish or otherwise offensive to the sense of sight.
6. The appearance of the building exterior will tend to minimize or prevent discordant and unsightly properties in the City.
7. The total design, including but not limited to colors and materials of all walls, screens, towers, openings, windows, lighting, signs, as well as treatment to be utilized in concealing any exposed mechanical or electrical equipment is compatible with the intent of the Urban Design Plan or such future modifications of that plan as may be approved by the Commission of the City.