



ARCHITECTURAL REVIEW APPLICATION



Submittal Deadline: Architectural Review Applications may be submitted any business day without an appointment to the Customer Service Center. Architectural Review Applications accepted as complete by Customer Service Staff will be reviewed within 10 business days, depending on workload. See Architectural Review Checklist for required submittal materials. For more information contact Wade Griffin, Planner (Wade.Griffin@DurhamNC.gov), 919-560-4137.

The following information is required. Submit the completed application, completed checklist, and application fees to proceed with the review process.

Case Number (STAFF ONLY):

Review Type: UDO Sec. 7.3.1 Compliance Development Plan Design Commitment Compliance Design District Compliance Neighborhood Protection Overlay Compliance

Property Information

Site Address:

Name of Business/Project:

PIN(s):

PID(s) :

Existing Zoning District(s) :

Tier:

Jurisdiction for Review: City County

Total Tract Acreage:

Prior Zoning Map Change Case #

Approved Site Plan Case #

Project Summary (if information is not applicable to the submittal respond with N/A)

Scope of Work: New Construction Renovation Addition Change in Building/Frontage Type

Building/Frontage Type: Arcade Courtyard Forecourt Monumental Parking Deck Storefront
 Other: _____ NA

Will there be streetscape amenities proposed or modified in the public right-of-way? No Yes (May require a license agreement. Contact City of Durham Public Works Department for information regarding License Agreement, 919-560-4326.

Property Owner

Name:

Organization:

Address:

City, State, Zip:

Phone:

E-mail:

CERTIFICATION

I (We), the undersigned, do hereby make an application for an Architectural Review (AR) for the provided proposal(s) and plan(s). I (We) also understand that all the required information must be supplied for this application to be considered complete and valid.

 Owner Name (please print)

 Signature of Owner (required)

 Date

Applicant (Primary Contact Person)

Name:

Organization:

Address:

City, State, Zip:

Phone:

E-mail:

Signature of Applicant (required):

Tracking Information (Staff Only)

Date rec'd:

Received by:

Case Planner:

Comments Due:

Total Fee Required = \$ _____ + 4% Tech Surcharge (\$ _____) = \$ _____



ARCHITECTURAL REVIEW

Summary Checklist



I. SUBMITTAL INSTRUCTIONS

Applicability: Use this checklist for **Architectural Review** when building elevations are being proposed or modified, and there are no changes proposed for the project site.

Compliance with Applicable Standards: Please refer to the specific standards that may apply to your project. Applicants are required to show how their project is in compliance with the applicable standards as follows:

- **Unified Development Ordinance Section 7.3.1 Compliance:** Applies to all non-industrial facilities with exterior elevations greater than 100 feet in total length or diameter and visible from a public right-of-way or adjacent residential property.
- **Development Plan Compliance:** Applies to properties which have, as part of their zoning, an approved Development Plan with either text or graphic design guidelines or commitments.
- **Design District Compliance:** Applies to properties located in a Design District, where specific architectural standards apply as part of that zoning district.
- **Neighborhood Protection Overlay:** applies to properties designated with a Neighborhood Protection Overlay with their zoning, such as Tuscaloosa Lakewood, and where specific standards apply as a part of that overlay.

Submit To: Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

Submittal Deadlines: **Architectural Reviews** may be submitted any weekday without an appointment to the Customer Service Counter or a member of the Development Review staff. Submittals made after 4pm on Tuesday will be processed the following week.

Submittal Format: Plans must be submitted to scale in digital PDF format (*scanned original plans in sequential order, with required seals and signatures*), and paper copies must be stapled together and folded with a maximum sheet size of 24" x 36".

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified within 48 hours (excluding weekends and holidays) following the submittal, and the submittal will be made available for the applicant to retrieve.

For More Information: Contact Wade Griffin, Planner (Wade.Griffin@DurhamNC.gov), or another member of the Development Review Team at 919-560-4137.

II. SUBMITTAL CONTENT ('d' next to a number indicates a digital copy is required)

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Architectural Review Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Section IV below)
2	<input type="checkbox"/> Paper copies of drawings
1	<input type="checkbox"/> Digital copy of drawings
2	<input type="checkbox"/> Sealed, signed letter from a Professional Engineer or Registered Landscape Architect explaining changes in impervious surfaces.
1	<input type="checkbox"/> <u>Scope of Work Statement:</u> Provide a written description of the proposed project, including the design intent. If this application is for a property for which elevations were approved through another AR or site plan, provide a written description of the changes in the plans.

III. OTHER CONCURRENT SUBMITTALS

Architectural Reviews will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Development Review Team (Related Plans)	Bo Dobrzanski, Planning Supervisor (Bo.Dobrzanski@DurhamNC.gov)
Board of Adjustment (Minor Use Permits or Variances)	Amy Wolff, Planner (Amy.Wolff@DurhamNC.gov)

IV. FEE SCHEDULE (Effective July 1, 2016)

Architectural Review	\$150 + 4% technology surcharge = \$156 total fee
Re-review fees, if applicable	Half of original fee, no maximum + 4% technology surcharge, applicable for each review after 2 nd re-review (at time of 4 th submittal and each one thereafter)
Note: Other departments may have review fees that are payable directly to them.	

See next page for Summary Checklist

V. SUMMARY CHECKLIST

Cover Sheet (or Top Sheet)

- Vicinity map with north arrow
- Name of proposed project (shall not duplicate existing project name)
- Name and contact information for owner, applicant, and surveyor responsible for preparing the plat
- Stamping area (lower right corner; 3" x 4")
- Overall development map (if part of larger project) with match lines for larger scale, multiple sheets
- Site data table including but not limited to: include Property Identification Numbers (PIN) for all properties, Zoning, Watershed, Overlay Districts, River Basin
- Township Name, Durham County, North Carolina
- Date (original and all revisions)
- Page number of total pages

Drawing Content – All Projects:

- Exterior Elevations, with total building height and finish floor elevations labeled
- Ground Level Floor Plan or Building Footprint, with building dimensions labeled (*additions or new construction only*)
- All building materials must be labeled.

Additional Drawing Content – Design District Projects:

- Dimensions and calculation for podium height, including width of streetscape (from building face to building face)
- Dimensions and calculations for corner tower elements
- Dimensions and calculations for upper story step-backs
- Additional height amenities listed and labeled, if used
- Glazing calculations

Drawing Format:

- Drawings must be to scale and have a graphic scale (1 inch to 32 feet or larger).
- All sheets in the submittal must be the same size (maximum sheet size: 36" x 48").
- Use an index map and match lines if drawings exceed the maximum sheet size.
- Drawing sheets must have a title block, with project name, PIN, type of review labeled "Architectural Review" and submittal and revision dates.

Please Note: Staff reserves the right to reject drawing materials that lack sufficient detail to show the appearance and architectural design of the buildings.

VI. ADDITIONAL REQUIREMENTS

Supplemental information can be provided to demonstrate existing conditions, as noted:

Photographs:

- Photographs showing all sides of the structure, if existing
- Close-up photographs of areas of proposed changes, if existing
- Photographs of the adjacent structures (Design Districts)
- Photographs of other structures on the block face (Neighborhood Protection Overlay)

Photograph Format:

- Printed photographs - images must measure at least 3½ by 5 inches, be on an 8 ½ x11 sheet, and have clear identifying labels on each image.
- Digital photographs - must be at least 300 dpi and at least 3½ by 5 inches, in JPEG or PDF format, clearly labeled on the image.
- Image labels should identify the site and specific view or element depicted.