

# DESIGN REVIEW APPLICATION

## OVERVIEW

The City of Durango enforces design standards for commercial and multi-family development throughout the City. Some areas, such as downtown and the river corridor, have specific standards that are intended to preserve and enhance the aesthetic and experience in those unique areas. All new construction, additions, and/or any activity that alters the exterior of any commercial or multi-family building in the City is subject to review for compliance with the design standards found in the Land Use and Development Code and other design documents.

Most Design Review processes are done administratively by City staff, but the City has a Design Review Board that can analyze and provide feedback on more complex projects. This Board also hears appeals of staff decisions.

Please complete the application thoroughly and be sure to include accurate, easy-to-understand attachments that describe and illustrate the work you are proposing to do. The more complete your application, the easier and quicker it will be to process the application. Following this initial review of the proposed project, City staff may require additional information to be submitted.

## SUBMITTAL REQUIREMENTS

**The following materials must be submitted with this application** (check the box if they are included):

- A written narrative describing the overall project and addressing the following topics:
  - Architectural features of the project
  - Finish materials
  - Lighting
  - Landscaping
  - Relationship of the proposed design to the context of the area
- Accurately scaled exterior elevations and/or pictures
- Accurately scaled site plan and/or aerial photos of the site
- Finish material colors and texture samples
- Landscaping Plan (when necessary)
- Lighting plan and information about fixtures (when necessary)
- Any additional information or materials that show how the project meets the intent of the design guidelines.

## PROPERTY AND CONTACT INFORMATION

**NAME/ADDRESS OF BUILDING:** \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**Are you the owner of the referenced property?**

- YES
- NO

*If no, list the name of the property owner:* \_\_\_\_\_

**THERE IS ADDITIONAL INFORMATION ON THE FOLLOWING PAGE.**

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## DESIGN REVIEW DESCRIPTION

### WHICH OF THE FOLLOWING ACTIVITIES ARE PROPOSED?

- New Construction       Addition       Color Change       Renovation  
 Façade Change       Other \_\_\_\_\_

### PLEASE DESCRIBE THE PROPOSAL:

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## ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DEPARTMENT USE ONLY

**Application Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Project #:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**In which overlay district/corridor is the property located?** \_\_\_\_\_

**Is the project using pre-approved materials, colors, and finishes?** YES NO

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

**Is Board review required?** YES NO

**Conditions of Approval or Other Comments:** \_\_\_\_\_

## DESIGN REVIEW APPROVAL

The proposed activity, as described and represented in this application and submittal materials, has been reviewed in accordance with the City of Durango's Land Use and Development Code (LUDC). The Administrator has determined that the proposal meets the intent and requirements of the LUDC and all applicable design standards. This signed permit gives the applicant permission to proceed with the project as represented herein.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_