Complete application can be emailed to planning@ci.davenport.ia.us Property Address* *If no property address, please submit a legal description of the property.		
Owner (if different from Applicant) Name: Company: Address: City/State/Zip	Zoning Board of Adjustment Zoning Appeal Special Use Hardship Variance	
Phone: Email:	<u>Design Review Board</u> Design Approval Demolition Request in the Downtown	
Engineer (if applicable) Name: Company:	Demolition Request in the Village of East Davenport	
Address: City/State/Zip Phone: Email:	Historic Preservation Commission Certificate of Appropriateness Landmark Nomination Demolition Request	
Architect (if applicable) Name: Company Address: City/State/Zip: Phone: Email:	Administrative Administrative Exception Health Services and Congregate Living Permit	

Attorney (if applicable)

Name: Company: Address: City/State/Zip:

Phone: Email:

Design District:

CD - Downtown

CV – Village of East Davenport

CE - Elmore Corners

Not sure which district you are in? You can click <u>here</u> for a map of the districts or you can contact Planning staff at (563) 326-7765 or <u>planning@ci.davenport.ia.us</u> and we can help you.

When is an application for design approval required?

Prior to the commencement of any work.

What type of activity requires design approval?

- New construction or an alteration to the exterior of a structure where changes are visible from the public right-of-way.
- Installation of any sign or action related to a sign.
- New parking lots, fencing/walls and landscaping or an alteration to existing parking lots, fencing/walls or landscaping.
- Streetscape elements within the right-of-way.
- Demolition within the C-D and C-V Districts requires the owner(s) of record or the City to apply for a demolition approval.

Submittal requirements

- Please contact Planning staff at (563) 326-7765 or planning@ci.davenport.ia.us so we can help you determine what exactly is required to be submitted.
- Incomplete applications will not be accepted.

Submittal requirements for all types of requests:

- The completed application form.
- A work plan that accurately and completely describes the work to be done.
- Color digital photographs depicting the building elevations and proposed construction.

Submittal requirements for specific types of requests:

Minor alterations to existing buildings and new and replacement signs (all of the above and):

- Specifications, including dimensions, material used and color of the material.
- A rendering of the proposed alteration as depicted on the existing building.
- Samples of the materials, including the color, along with scaled, accurately colored elevations for any proposed sign and/or sign package.

Minor additions, site improvements and outdoor storage areas (all of the above and):

- A dimensioned site plan, including the locations of any proposed or existing buildings on the subject parcel and on surrounding parcels.
- A preliminary grading plan showing before and after grades at two-foot contour intervals, where deemed necessary by the development official.
- Outdoor storage areas shall be reflected in the elevation drawings submitted and shall show their relationship to the building elevations as well as the materials and treatment proposed that would accurately reflect the screening of the storage areas.
- A landscape plan.

Major additions and new buildings (all of the above and):

- Reproductions of building or site information found in the historical surveys if applicable
- A verifiable legal description, or a land survey.
- A map showing the existing topography of other properties at two-foot contour intervals, extending one hundred feet from the subject parcel.
- Elevation drawings, in color and drawn to scale, of the front, sides, rear, and roof lines of all proposed buildings or structures, illustrating the appearance and treatment of required screening elements for roof-mounted equipment, where deemed necessary by the development official.
- A materials board containing samples of each type of exterior building materials.

Formal Procedure

(1) Application:

- Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process.
- The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public hearings.
- (2) Design Review Board consideration of the request:
 - Only work described in the application may be approved by the Board.
 - If the Board determines there is insufficient information to make a proper judgment on the application, it may continue the application a maximum of three regularly schedule consecutive meetings. This time period does not apply if the applicant requests the continuance.
- (3) After the Design Review Board's decision:
 - If approved, design approval does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. You will need to contact Davenport Public Works and other regulatory agencies regarding permits and/or licenses.
 - If approved, design approval will expire one year from the date of approval unless a building permit is obtained within such period. The Zoning Administrator may grant an extension for a period of validity longer than one year. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.
 - The applicant may appeal the Design Review Board's determination to the City Council. A written appeal must be submitted to the Zoning Administrator within thirty calendar days of the Design Review Board's decision.

Applicant: By typing your name, you acknowledge procedure and that you must be present	Date: and agree to the aforementioned submittal requirements and formal at scheduled meetings.	
Received by:	Date:	
Planni	ng staff	
Date of the Public Meeting:		

Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.

Work Plan



DRB Calendar 2020

Design Review Board

Meetings are generally held on the fourth Monday of the Month in the City Hall Council Chambers. (subject to change due to holidays and unforeseen circumstances)

Day: Friday (12pm) Monday (5pm) **Submittal Deadline** Meeting Activity: 1/18/2020 1/28/2020 2/13/2020 2/25/2020 3/13/2020 3/24/2020 4/17/2020 4/27/2020 5/8/2020 5/18/2020 6/12/2020 6/22/2020 7/17/2020 7/27/2020 8/14/2020 8/24/2020 9/18/2020 9/28/2020 10/16/2020 10/26/2020 11/13/2020 1123/2020 12/18/2020 12/28/2020

*** The Applicant or their representative MUST be at the Meeting ***

Location/Time subject to change

Meeting Appearance:

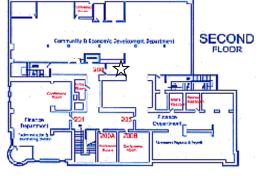
 $Contact \underline{\ planning@ci.davenport.ia.us}\ to\ confirm\ meeting\ date/time/location$

Time: 12:00 PM 5:00 PM

Location: Community Planning City Council Chambers

Second Floor, City Hall First Floor, City Hall

(see below) (see below)



Application Due:

