

CITY OF LIVINGSTON

DESIGN REVIEW APPLICATION

Jim Woodhull, Historic Preservation Officer
City Planning Office
330 Bennett Street

NOTICE TO PETITIONER

This is an application to the City Historic Preservation Commission for the review of signage or other exterior alterations to property within the Historic District. Chapter 31 of the City Code of Ordinances requires that approval must be granted by this Commission before a building permit can be issued on any such project.

INSTRUCTIONS

Applications shall be submitted in person to the City Planner at the above address not less than ten (10) days in advance of the next meeting. Any application received after this deadline will be postponed until the next regularly scheduled meeting. The Historic Preservation Commission typically meets on the second Tuesday of each month at 3:30 p.m. in the Community Room of the City-County Complex.

- 1). Prepare a drawing of the affected building façade(s) showing planned alterations, new, signs, etc. Your drawing should include:
 - A. The dimensions of the façade, doorways and windows.
 - B. Notes and dimensions pertaining to existing signs, pertinent architectural features, and the locations of different colors and materials.
 - C. For proposed signs: Details showing size, shape, material, color, wording, intended location and mounting structure.
 - D. Any other features pertinent to your particular building.
- 2). Photographs showing the building façade at appropriate angles, as well as adjacent buildings, **must** be submitted.
- 3). If new building construction is contemplated, building or development plans must be included with this application.

DESIGN REVIEW APPLICATION FORM

1). Legal Description of the property for which this review is required:

Block _____ Lot(s) _____ Addition _____

Street Address _____

2). Property Owner(s) _____

Address _____

Phone _____ Fax _____ E-mail _____

3). Tenant _____

Address _____

Phone _____ Fax _____ E-mail _____

4). Description of Project:

PLEASE NOTE: YOUR ATTENDANCE AT THE DESIGN REVIEW MEETING IS MANDATORY. PHOTOGRAPHS SHOWING THE BUILDING FAÇADE, AS WELL AS ADJACENT BUILDINGS, MUST BE SUBMITTED.

Applicant Signature

Date