

DESIGN REVIEW PROCESS AND APPLICATION

Design review is the first step in the process of any construction project requiring permits. The Community Redevelopment Agency (CRA) Board is responsible for ensuring that all new development or substantial exterior modification to existing parcels within the Community Redevelopment District confirm to design review standards and meet the goals of expanding economic and residential opportunities, while maintaining the aesthetic integrity of the CRA.

Design review is required (see ordinance).

DESIGN REVIEW PROCESS

The Design Review application will be reviewed by CRA staff for completeness and overall consistency with CRA design guidelines, and City of Sebring sign, landscaping and parking regulations. The CRA Board will either approve the proposed project as submitted, approve it with conditions, or reject it. The design review approval process takes a minimum of 30 days.

If the proposed project design is rejected, the applicant will need to redesign the project and resubmit it to the Board in order to address the CRA Board concerns. The denial of any proposal design features shall be made in a form that explains recommended modifications to the project, in order to clearly provide the applicant an understanding of the desired changes that would obtain an approval from the CRA Board.

Amendments or changes to approved plans must be presented to the CRA Director who will determine whether the proposed change constitutes a significant change requiring formal CRA Board review. In cases where such changes are determined to be minor in nature, the proposed changes shall be subject to administrative review and approval by the CRA Director.

Design review approval shall remain valid for a period of one year after which the approval shall lapse and become null and void. The issuance of a building permit shall constitute an extension of the design review approval which shall then remain valid during the same time period the building permit is active.

No structure which has received design review approval shall be occupied or used in any manner or receive a certificate of occupancy until the CRA Director has inspected and determined that the structure and site development complies with the design review approval.

Decisions of the CRA Board may be appealed to the Sebring City Council. The CRA Board meets at 5:30 pm on the second Monday of every month. Completed applications must be submitted to the CRA staff by noon on the Monday prior to the CRA meeting in order to be placed on that meeting's agenda.

DESIGN REVIEW APPLICATION

SUBMITTAL REQUIREMENTS FOR DESIGN REVIEW: APPLICANTS MAY SCHEDULE A PRELIMINARY DESIGN REVIEW APPLICATION MEETING WITH THE CRA STAFF TO CLARIFY THE CRA BOARD APPROVAL PROCESS AND DISCUSS THE DESIGN GUIDELINES ADOPTED BY THE CRA BOARD. THE APPLICANT SHOULD SUBMIT THE FOLLOWING:

- 1. A COMPLETED DESIGN REVIEW APPLICATION.**
- 2. ONE SET OF FULL-SIZE PLANS WHICH INCLUDE: CONCEPTUAL SITE DEVELOPMENT PLANS, AND IF APPLICABLE, LANDSCAPE PLANS, ARCHITECTURAL ELEVATIONS, SIGN PROGRAMS, LIGHTING DETAILS, and MATERIALS AND COLORS BOARD.**
- 3. 1 COPY OF REDUCED DRAWINGS (8 ½ X 11) (Electronic copy preferred)**

SITE ADDRESS: _____
PROPERTY OWNER:
NAME _____
ADDRESS _____
PHONE _____ **SIGNATURE** _____

APPLICANT: (IF SAME AS OWNER, LEAVE BLANK)
NAME _____
ADDRESS _____
PHONE _____ **Email:** _____
SIGNATURE _____

AGENT: (IF APPLICABLE)
NAME _____
ADDRESS _____
PHONE _____

ARCHITECT OR ENGINEER
NAME _____
ADDRESS _____
PHONE _____

COMPLETE THE APPLICATION AS ACCURATELY AND COMPLETELY AS POSSIBLE. PLEASE PRINT OR TYPE. USE A SEPARATE SHEET AS NECESSARY TO EXPLAIN THE FOLLOWING:

1. PROJECT CHARACTERISTICS:

- A. Describe the proposed project:**

- B. Project land area (square feet):**

- C. Existing Land Use: [] vacant [] developed. If developed, describe extent (type and use of structures)**

- D. Existing surrounding land uses:**
 - North**

 - South**

 - East**

 - West**

- E. Project Phasing: If the project is a portion of an overall larger project, describe future phases (Submit one copy of phasing plan on 8 ½ x 11 sheet of paper).**

SITE CHARACTERISTICS

- A. In summary form, identify types and quantity of vegetation on property**

- B. In which direction does the property drain. Explain.**

- B. How will the drainage of the property be affected by the proposal, and if it won't be affected, explain why not.**

- C. How will the drainage from the proposed project affect the surrounding property, and if it won't be affected, explain why not.**

- E. Include photograph of the site.**

STATEMENT OF PROPOSED USAGE

- A. Describe specific uses proposed for all portions of the site**
- B. Describe special design limitations to be imposed on the proposed development of the area**
- D. Describe landscaping, screening, buffering, and aesthetic minimums for the proposed development**

SITE PLAN

The site plan must be drawn to scale, labeled and dimensioned, showing:

- 1) Scale, north arrow, and vicinity map showing closest major streets and distances to cross streets on each side;**
- 2) Property lines and lot dimensions;**
- 3) The existing and proposed topography;**
- 4) The width, location, names and any proposed dedication and improvement of the adjacent streets or easements;**
- 5) The location, dimensions, floor areas, entrances, loading doors and uses of all existing and proposed buildings and structures in the area, including floor plans, as well as setbacks and distances between building and/or structures;**
- 6) All proposed landscaping and the maintenance facilities therefore;**
- 7) The layout of the parking facilities and internal circulation;**
- 8) any signing for the project, including its location, and an elevation showing the size, shape, height and copy of the sign;**
- 9) The location, dimensions and composition/materials of any fences or walls;**
- 10) The pedestrian and vehicular ways within and adjacent to the area;**
- 11) The location of all trash enclosures, transformers, and any equipment outside a building;**
- 12) The exterior lighting details (location, intensity and shielding) for the site including buildings, walkways, landscape and parking areas;**
- 13) Project phases (if any)**

LANDSCAPE PLAN

A landscape plan consistent with and prepared according to City of Sebring landscape requirements.

ELEVATIONS

Architectural elevation drawings of all existing and proposed buildings exteriors from each side of the structure. Materials and colors of each surface should be clearly keyed to the materials and colors board, submitted with the elevations.

DESIGN REVIEW APPLICATION INSTRUCTIONS

Upon receipt of the completed application, site plan, and landscape plan, the CRA staff will review the application to determine if sufficient information has been submitted. If sufficient information has been received, the project will be scheduled for initial presentation to the CRA Board. If sufficient information has not been received, the applicant will receive a notice of incomplete application with instructions on how to complete the application. Once sufficient information has been submitted, the project will be scheduled for initial presentation to the CRA Board.

Each section for the application should be carefully reviewed prior to submittal and responses to every question must be provided. If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant. If, while preparing your application, please contact the CRA Staff for assistance.