



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

Fee Paid Date \_\_\_\_\_ By \_\_\_\_\_

DR \_\_\_\_\_

Fee: \$350.00

**DESIGN REVIEW <25,000 Project Value**

Property Address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Map \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Construction: \_\_\_\_\_

Site Dimensions & Square Footage: \_\_\_\_\_

Building Square Footage: 1st Floor: \_\_\_\_\_ 2nd & 3rd Floor: \_\_\_\_\_ Garage: \_\_\_\_\_

Accessory Building Information: \_\_\_\_\_

**FILING INFORMATION:** The Design Review Committee meets on the first Thursday of the month, as needed depending on date of applications. Complete applications must be received by the 1<sup>st</sup> of the previous month. *A pre-application meeting with the Planner is required prior to the acceptance of the application as complete.* Only complete applications will be scheduled on the agenda. Your attendance at the Design Review Committee meeting is recommended.

<b>For office use only:</b>			
<b>Application Complete:</b>		<b>Permit Info Into D-Base:</b>	
<b>Labels Prepared:</b>		<b>Tentative DRC Meeting Date:</b>	
<b>120 Days:</b>			

**All information concerning construction materials, design, dimensions, etc. is REQUIRED. If submitting large format plans, please also submit a reduced copy at 11" x 17" for reproducing.**

Briefly address each of the Design Review Guidelines and state whether the project complies with the guideline, if applicable, and why this request should be approved. **Please provide manufacturer information and/or detailed information for use of any material or design not selected from the "Encouraged" list in the Design Guidelines.** (Use additional sheets if necessary.):

1. **Building Form.**

Basic Shape: \_\_\_\_\_

Porches & Balustrade - Design, Dimension, Features, Materials: \_\_\_\_\_

Balconies & Balustrade - Design, Dimension, Features, Materials: \_\_\_\_\_

Other: \_\_\_\_\_

2. **Windows.**

Material: \_\_\_\_\_

Divided Windows (true divided, external muntins, etc): \_\_\_\_\_

Operation (casement, single hung, etc.): \_\_\_\_\_

Size & Material of Exterior Casings (minimum 5/4" x 4"; provide detail diagram): \_\_\_\_\_

Other: \_\_\_\_\_

3. **Exterior Wall Treatments.**

Material & Dimensions of Siding (note if material is smooth or textured): \_\_\_\_\_

Decorative Features: \_\_\_\_\_

Other: \_\_\_\_\_

4. **Doors.**

Material & Design: \_\_\_\_\_

Other: \_\_\_\_\_

5. **Roof Elements.**

Style and Pitch of Roof: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Decorative Features (eave brackets, etc): \_\_\_\_\_

Other: \_\_\_\_\_

6. **Garage.**  
 Garage Door Material & Design: \_\_\_\_\_  
 Window Material & Design: \_\_\_\_\_  
 Roof Style & Material: \_\_\_\_\_  
 Other: \_\_\_\_\_
  
7. **Signs.**  
 Dimension & Square footage: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Type, Material & Design: \_\_\_\_\_  
 Other: \_\_\_\_\_
  
8. **Exterior Lighting.**  
 Fixture & Lamp Design: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other: \_\_\_\_\_
  
9. **Other Design Elements.**  
 (Fences, out buildings, corner boards, belt course, etc. with dimensions): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
10. **Building Orientation.**  
 \_\_\_\_\_  
 \_\_\_\_\_
  
11. **Building Massing.**  
 Building to Lot Ratio: \_\_\_\_\_  
 Other: \_\_\_\_\_
  
12. **Access and Parking Design.**  
 Number of Off-street Spaces: \_\_\_\_\_  
 Other: \_\_\_\_\_
  
13. **Landscaping.**  
 \_\_\_\_\_  
 \_\_\_\_\_
  
14. **Underground Utilities.**  
 \_\_\_\_\_

**PLANS:** A site plan indicating location of the proposed structure on the property is required. Diagrams showing the proposed construction indicating style and type of materials proposed to be used are required. Scaled free-hand drawings are acceptable. The City may be able to provide some technical assistance on your proposal if it is adjacent to a historic structure and will require additional review by the Historic Landmarks Commission.

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