



DESIGN REVIEW COMMITTEE INFORMATION AND INSTRUCTIONS

INTRODUCTION

The Design Review Committee was created to preserve, protect and enhance the aesthetic appeal of the City and to protect property values through application of good design principles.

The purpose of the Design Review Committee is to implement the Downtown Business Districts development and design standards and to promote revitalization and reestablishment of the character and identity of the Downtown Business Districts.

Any business in an established downtown business district must comply with the requirements set forth by the Design Review Committee. Therefore, any new business/building or any modification to an existing business/building must be reviewed and approved by the Design Review Committee.

FIRST STEP

Call Robert DeBerardino, Building Official at 313/943-3139 to make an appointment to discuss your application. Applicant should review the City of Dearborn Zoning Ordinance, Article 17.

APPLICATION

An application form and other required documents must be filed with the Building & Safety Department. Application forms are available at the Building & Safety Department and also online at cityofdearborn.org. Please allow four (4) weeks for the initial processing of your appeal.

REQUIRED DOCUMENTS

Ten (10) copies of a site plan (scale not smaller than 1 inch = 20 feet) showing the following:

- . Existing conditions, landscaping, trees (both public and private) and site development (curbs, sidewalks, parking, on-site drainage)
- . All buildings and structures with dimensions and proposed uses described
- . All property lines and easements with dimensions
- . Color renditions of architectural elevations of all exterior building elevations, colors of exterior walls, trims, roofs, lighting materials, ornamental, pictorial or decorative material to be used in or about the exterior of the structure. Samples of building materials and colors shall be submitted.
- . Sign applications shall include colored elevations with proposed signs superimposed over the plans.

PROCESSING

Your application form and required documents must be verified to be substantially complete. You will be notified in writing of the date, time and location your application will be reviewed. You or your representative must attend the meeting and be prepared to answer questions.

ACTION OF THE BOARD

- Upon its final determination, the Committee shall issue a Certificate of Approved Design showing the date such approval was obtained and any other pertinent information.
- The decision of the Design Review Committee is final. (Committee decisions may be appealed to the Zoning Board of Appeals and/or the Building Board of Appeals.)
- If the activity permitted by the Design Review Committee is not commenced within one (1) year from the date of approval, the approval shall be null and void unless extended by the Design Review Committee.



BUILDING & SAFETY DEPARTMENT
4500 Maple . Dearborn, MI 48126
313/943-2150

FOR OFFICE USE ONLY

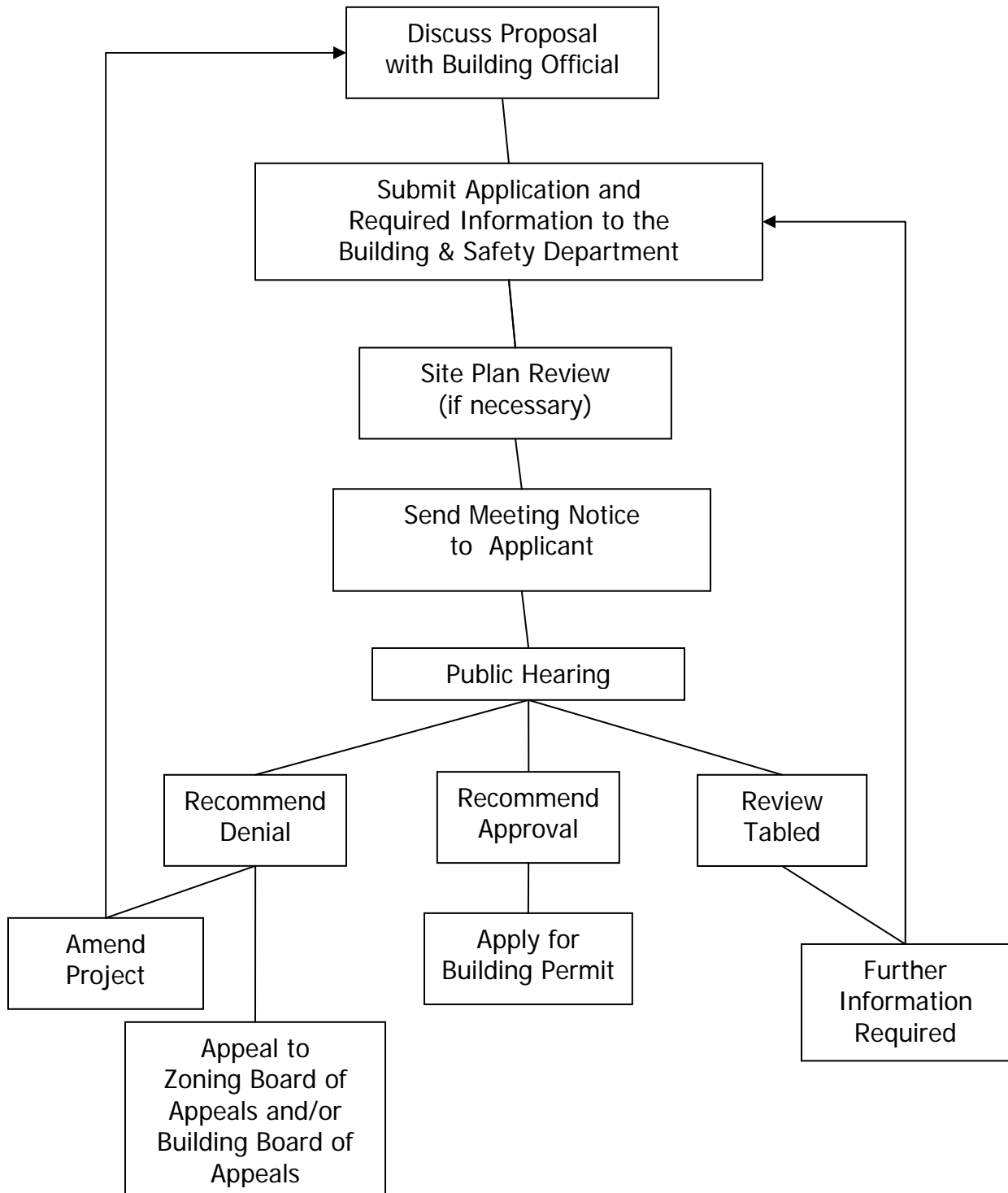
Date Submitted _____

Staff Initials _____

DESIGN REVIEW COMMITTEE APPLICATION

PROPERTY INFORMATION	
ADDRESS	
PARCEL ID NUMBER	
LOT NUMBER	SUBDIVISION
LOT SIZE	ZONING DISTRICT
DESCRIPTION OF PROJECT	
PROPERTY OWNER INFORMATION	
NAME	
ADDRESS	
PHONE NUMBER	
I hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to apply for the requested variance. SIGNATURE _____	
Subscribed and sworn to before me this _____ day of _____, _____	
_____ Notary Public	My commission expires _____
<input type="checkbox"/> Letter of Authorization attached	
APPLICANT INFORMATION	
<i>If Applicant is different from property owner, an Authorization Letter must be submitted with this application.</i>	
NAME	
ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
DRIVER'S LICENSE OR STATE IDENTIFICATION NUMBER	DATE OF BIRTH
INTEREST IN PROPERTY (IF APPLICANT IS DIFFERENT FROM PROPERTY OWNER)	
I affirm that the information provided in this application and the accompanying drawings, which are a part of this application, is accurate. SIGNATURE _____	

CITY OF DEARBORN DESIGN REVIEW COMMITTEE PROCESS



DESIGN REVIEW COMMITTEE LETTER OF AUTHORIZATION

(Date)

I, _____, have reviewed the proposed project regarding
(Property Owner Name)

my property located at _____ in the City of Dearborn, Michigan
(Address)

and authorize _____ to represent me at the Design Review
(Representative's Name)

Committee meeting regarding this project.

If you have any questions, please feel free to contact me at _____.
(Phone Number)

Owner's Signature

Address

City, State, Zip

Subscribed and sworn to before me this _____
day of _____, _____

Notary Public, Wayne County, Michigan

My commission expires _____