



City of Dearborn
Home Town of Henry Ford
DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMERCIAL SERVICES
BARRY S. MURRAY, DIRECTOR

DESIGN REVIEW COMMITTEE INFORMATION & APPLICATION

INTRODUCTION

The DRC 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 DRC is to implement the Downtown Business Districts development and design standards. This will promote revitalization and re-establishment of the character and identity of the Downtown Business Districts.

Any business established in a Downtown Business District must comply with the requirements set forth by the DRC. Therefore, any new business/building modification or any sign installation to an existing business/building must be reviewed and approved by the DRC.

APPLICATION & PROCESSING

Call or email Gloria Walker, DRC Facilitator at (313) 943-2366/gwalker@ci.dearborn.mi.us to discuss your application. Applicants should review the City of Dearborn Zoning Ordinance, Article 17.

A DRC Meeting Fee of **\$75** and an Administrative Fee (non-refundable) of **\$40** must be paid in full at time of submittal.

An application form and other required documents must be filled out and submitted at the Commercial Services- Permit Counter. Application forms are available at the Permit Counter and online at cityofdearborn.org. Please allow four (4) weeks for the initial processing of your appeal after submittal at the ECD- Permit Counter located at **4500 Maple, Dearborn Mi 48126**.

Applicants will be notified by mail or email of the date, time and location of when your application will be reviewed. The property owner or representative must attend the meeting and be prepared to answer any questions.

As an applicant, it is your responsibility to complete the application and submit proper documents. Department of ECD/ Commercial Services will *not* be held responsible for delays due to incomplete signatures and/or documentation or insufficient submittal of required documents.

REQUIRED DOCUMENTS

Ten (10) color copies of:

- Site Plan (scale not smaller than 1 inch = 20 feet)
 - Existing conditions, landscaping, trees (public and private) and site development (curbs, sidewalks, parking, on-site drainage)
 - Property and structure/building dimensions with proposed uses
- Architectural elevations with colors of exterior walls, trims, lighting materials, or decorative material to be used. Samples of building materials and colors shall be submitted (i.e. fabrics and/or paint chips).
- Sign attachment details

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 DRC is final. (Committee decisions may be appealed to the Zoning Board of Appeals 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. After an approval from the DRC has expired (1 year from date of approval), a new application must be applied for.

CASH/ CHECK/ CREDIT CARD – ACCEPTED

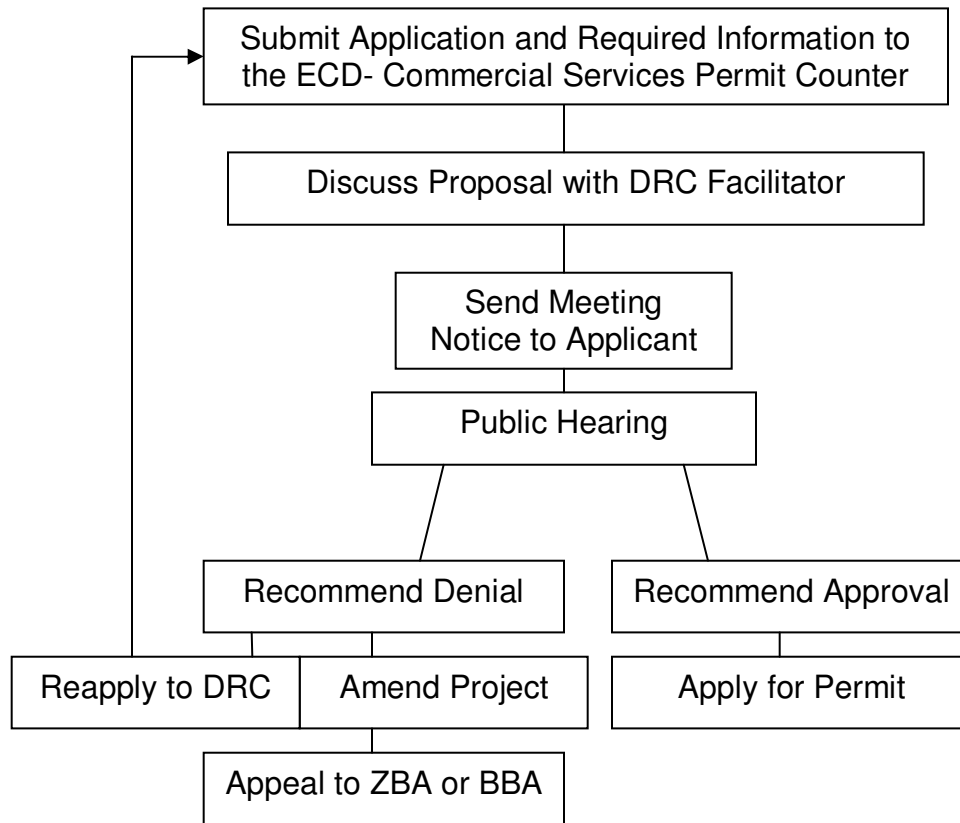
* IF MAILING APPLICATION- MUST BE SENT WITH A CHECK PAYABLE TO “CITY OF DEARBORN”



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DRC PROCESS SUMMARY



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For Office Use Only	
Date Submitted:	_____
Paid \$ _____	Rcpt # _____
DRC # _____	
Staff Initials:	_____

DESIGN REVIEW COMMITTEE INFORMATION & APPLICATION

<u>DRC APPLICATION</u>	
PROPERTY INFORMATION	
Address/ Parcel Number _____	
Lot Number _____	Subdivision _____
Lot Size _____	Zoning District _____
DESCRIPTION OF PROJECT	
PROPERTY OWNER INFORMATION (SIGNATURE MUST BE NOTARIZED)	
Name _____	
Address _____	
Phone Number _____	
<p>I hereby certify that I am the owner of the property herein described and if I chose not to attend the variance meeting, I will have the proper documentation (Letter of Authorization) submitted giving another person permission to attend on my behalf.</p>	
SIGNATURE _____	
<p align="center">Subscribed and sworn to before me this _____ day of _____, _____</p>	
<p align="center">_____ Notary Public, Wayne County, Michigan My Commission Expires: _____</p>	
APPLICANT INFORMATION	
<small>IF APPLICANT IS DIFFERENT FROM THE PROPERTY OWNER, A NOTARIZED LETTER OF AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION. (GENERIC LOA ON NEXT PAGE FOR YOUR USE). <input type="checkbox"/> LETTER OF AUTHORIZATION ATTACHED</small>	
NAME _____	
ADDRESS _____	
PHONE NUMBER _____	EMAIL _____
DRIVER'S LICENSE NUMBER _____	DATE OF BIRTH _____
I affirm that the information provided in this application and the accompanying plans are accurate.	
SIGNATURE: _____	



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DRC LETTER OF AUTHORIZATION

_____ (Date)

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

property located at _____ in the City of Dearborn, Michigan
 (Street Num. & Name)

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

meeting regarding this project.

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

 (Owner's Signature)

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

 Notary Public, Wayne County, Michigan

My Commission Expires: _____