

**NOTICE:** This Application must be completed and submitted to the Administrative Officer a minimum of fifteen days before the Central Business District Review Committee meeting, which meets regularly on the \_\_\_\_\_ of the month.

## CITY OF CARROLL

### Application for Design Permit

Case No. \_\_\_\_\_

Date \_\_\_\_\_

**Please type or print:**

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

Applicant Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

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

---

---

**Please indicate reason Design Permit is requested:**

- 1. **Construction/renovation (in excess of \$1,000) of a commercial building within the B-3 District.** Includes alterations, renovation, modifications, painting, repainting, signs, graphics, visual displays, awnings, entryways, outdoor furniture and fixtures. Does not include repair or maintenance of existing structures where a building permit would not otherwise be required, except as required by (3) below.
- 2. **Signage.** The sign content on the façade of a building and awning combined cannot exceed 20% of the total surface area of the façade.
- 3. **Proposed changes in appearance, color or building materials on the front, side or rear wall of a building within the B-3 District** (even if expected cost is less than \$1,000).

*Note: A Design Permit is not required for any repair or maintenance which does not significantly change the dimensional outline, design or appearance of the building and which does not exceed \$1,000 in total cost.*

**After Design Permit is issued, you will still need to apply for a Building or Sign Permit, whichever is applicable.**

**The following must be submitted with this Design Permit Application:**

- 1. 5 copies of Site Plan, 24" x 36" in size at a scale not less than 1" = 10'.  
Note: If the Planning and Zoning Commission must review plan, an additional 9 copies must be submitted.
- 2. 11" x 14" copy of Site Plan.

**The following information must be included on the Site Plan:**

- 1. Name, address and phone numbers of all persons having an interest in the property including the owners, engineer, architect, landscape architect, land surveyor or person preparing site plan.
- 2. Legal description of property, point of compass, scale, date and revision dates.
- 3. Applicant's name, present and proposed land use and zoning, location and numbers of the adjoining lots and the names and addresses of adjoining landowners.
- 4. If the applicant is other than the legal owner, the applicant's interest shall be stated.
- 5. Drawings with site dimensions and locations of all structures.
- 6. Photos of the existing structure and adjoining structures.
- 7. Full detailed drawings including:
  - a. Location and size of windows and doors
  - b. Accurate and complete dimensions of all proposed structural changes
  - c. Complete description of all finished materials or paint
  - d. Color samples of all finish materials or paint
  - e. Three (3) copies of architectural elevations of all proposed buildings, for the purpose of understanding the structures the location of windows, doors, overhangs, projection height, etc., and the grade relationship to floor elevation, the number of stories of each existing building to be retained and each proposed building.

---

---

I (We), further state that if this request is granted, I (We) will proceed with the actual construction in accordance with the plans herewith submitted within six months from the date of filing this application or appeal; will complete the work within \_\_\_\_\_ year(s) from said date.

Date: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

If building owner or occupant wishes to appeal the determination of the CBDRC, he or she may make a written application to the Planning and Zoning Commission within twenty (20) days of the issuance or denial of the design permit by the CBDRC. Any further appeal or review must be to District Court.