



# DESIGN REVIEW BOARD HEARING APPLICATION AND FILING PROCEDURES

*UPDATED: September 25, 2020*

DEPARTMENT OF COMMUNITY DEVELOPMENT

2 PARK PLAZA  
ALPHARETTA, GA 30009  
[WWW.ALPHARETTA.GA.US](http://WWW.ALPHARETTA.GA.US)

TEL: 678.297.6070  
FAX: 678.297.6071

# INSTRUCTIONS AND REQUIRED MATERIALS

*The City of Alpharetta Design Review Board Hearing Application has been designed to allow you the ease of completing the form electronically and printing the completed form for submittal. Please note, however, that the form cannot be saved so as to include the information that you input.*

## Required Materials:

In order to allow the Design Review Board to adequately and effectively understand and consider the nature of your request it is required that certain materials be included with your submittal. These required items are described below along with the type(s) of review for which they would be needed. Submittals not including the appropriate materials, as indicated below, will not be accepted for review.

### Site Plan Review

- Legal description of the property
- Site plan(s) showing locations of all site features, including but not limited to
  - Buildings
  - Roads
  - Parking Areas
  - Specimen trees
  - Detention / retention areas
  - Dumpster / refuse locations (screening and materials)
  - HVAC / electrical equipment locations
- Site lighting with photometric drawings and compatibility to neighboring buildings and property
- Site line study indicating lack of visibility of rooftop units from ground level
- Retaining wall(s) location and materials

### Landscape Review

- Landscape drawing(s) prepared by landscape architect showing locations of all landscape features, including but not limited to
  - Size and type of all plant material; including ground covers
  - Seasonal beds

### Signage Review

- Overall site plan drawing indicating locations of ground signs and required setbacks
- Exterior elevations indicating locations of all wall signs
- Individual color drawings of each sign indicated
  - Dimensions
  - Materials
  - Lighting
  - Construction
  - Colors

### Exterior Elevation Review

- Colored exterior elevations with materials notes of all facades of the building(s)
- All exterior material and color samples (Shall be brought to the scheduled meeting)
- Locations of roof-top equipment
  - Vents
  - Satellite dishes
  - Exhaust pipes
  - Antennas
- Locations of building lighting
- Perspective drawings and renderings

## Submittal Procedure:

One original plus five (5) collated sets of a completed Hearing Application Form and supporting documents are to be filed by the deadline dates reflected on the following page. Completed applications received after the deadline shall be placed on the next available agenda. All renderings attached to the application must be in color.

An electronic set in .PDF format on a flash drive containing the entire applications; including all documents, plans, and drawings; must be included with the application. Each document must be a separate file of no more than 2mb, with the total of all files not exceeding 10mb.

Any oversized materials may be attached to the original application. All collated sets shall be submitted on paper no greater than 11 inches by 17 inches in size and folded to 8.5 inches x 11 inches. Five (5) sets of all landscape plans shall be submitted full-size.

Drawings submitted must be accurate and labeled.

Technical drawings (i.e. signs, elevations, site plans) must be drawn to scale.

Photos shall be mounted on 8.5 inch by 11 inch paper and labeled.

Presentation materials, including actual materials / samples boards and mounted drawings, should not be submitted but brought by the applicant to the scheduled review meeting.

# FILING DEADLINES AND MEETING SCHEDULE

Completed applications are accepted only on, or prior to, the dates indicated as filing deadlines and only between the hours of 8:30 AM and 3:30 PM. Applications will not be accepted on any other dates or times. Incomplete applications will not be accepted. All fees must be paid at the time of application.

The Design Review Board convenes at 8:30 AM on the meeting dates indicated. All meetings are held at Alpharetta City Hall, which is located at 2 Park Plaza. Applicants will be contacted on the Wednesday prior to the date on which their application is to be considered and provided with the time for which their hearing has been scheduled. Applicants are instructed to arrive at least 20 minutes prior to their scheduled hearing time.

## Filing Deadlines

January 02, 2020

February 03, 2020

March 02, 2020

April 01, 2020

May 01, 2020

June 01, 2020

July 01, 2020

August 03, 2020

September 01, 2020

October 01, 2020

November 02, 2020

December 01, 2020

## Meeting Schedule

January 17, 2020

February 21, 2020

March 20, 2020

April 17, 2020

May 15, 2020

June 19, 2020

July 17, 2020

August 21, 2020

September 18, 2020

October 16, 2020

November 20, 2020

December 18, 2020

# CITY OF ALPHARETTA

## DESIGN REVIEW BOARD APPLICATION

FOR OFFICE USE ONLY

Case DRB: \_\_\_\_\_

Fee Paid      Initial: \_\_\_\_\_

For your convenience, this form may be completed electronically and printed upon completion. If you choose not to take advantage of this option, please print your responses in a clear, easily legible fashion.

Please complete this form in its entirety and verify that all information is true and accurate.

Your completed submittal package (see Instructions for details) should be delivered to:

City of Alpharetta  
2 Park Plaza  
Alpharetta, GA 30009

*NOTE: All applicable fees must be included with the application. Applications will be accepted only on the dates reflected on the page of this form titled "Deadlines and Meeting Schedule" and only between the hours of 8:30 AM and 3:30 PM.*

If you have questions regarding this application or the design review process, please contact [Bret Schroeder](#) by calling 678-297-6088.

Business Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Contact For All Notifications: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Mobile Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Email: \_\_\_\_\_

Contact's Relation To Business: \_\_\_\_\_

This Application For (Check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Addition            | <input type="checkbox"/> Modification to Exterior |
| <input type="checkbox"/> Auxiliary Structure | <input type="checkbox"/> New Construction         |
| <input type="checkbox"/> Color Selection     | <input type="checkbox"/> Signage                  |
| <input type="checkbox"/> Material Selection  |   |

### Application Fees:

Any sign or remodel review within the  
Downtown Overlay      \$      175.00

All other reviews      \$      300.00

Total Due      \_\_\_\_\_

This page will be the first page of your completed submittal packet.



# CITY OF ALPHARETTA

## DESIGN REVIEW BOARD APPLICATION

### Property Owner Information:

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

Physical Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Contact Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Property Owner Authorization *(Must be completed if the applicant is not the legal owner of the subject property).*

I, the undersigned, do hereby swear and attest, under penalty of law for false swearing, that I am the legal owner, as shown in the records of Fulton County, Georgia, of the property described herein and that I authorize the person identified herein as "Applicant" to act on my behalf in pursuit of this request.

Owner Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

### Property Information:

Address (If Assigned) : \_\_\_\_\_

Tax ID or Map Reference Number: \_\_\_\_\_

Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

Existing Zoning of Property: \_\_\_\_\_ Existing Uses of Property: \_\_\_\_\_

*This form is to be executed under oath. I, the person identified herein as "Applicant," do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Design Review Board Application is true and correct and contains no misleading information. I also understand that Design Review Board review and/or approval does not include review or approval for code compliance and that City of Alpharetta site and building plan review staff should be contacted with respect to code compliance issues and permitting procedures.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Form