



## City of Ann Arbor

### PLANNING & DEVELOPMENT SERVICES — PLANNING DIVISION

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
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# Ann Arbor Design Review Board Procedures and Application

Please follow the procedures described below and complete the application included on these sheets for presentation to the Ann Arbor Design Review Board. These procedures, requirements and application may be revised – check with the Planning Division for updates.

**Procedures** – Many downtown projects are required to first present the project to the Ann Arbor Design Review Board. These projects include:

- Projects in the D1 or D2 zoning district, or located within the Downtown Development Authority boundary zoned or proposed to be rezoned PUD, and
  - Not in a historic district, and
  - Proposes an increase in floor area, and
  - Is a site plan for City Council approval, a PUD site plan, a site plan for Planning Commission approval, a planned project site plan, or administrative amendment to an approved site plan that includes significant building façade changes.
1. **Optional Pre-Application Meeting.** Potential petitioners have the option to meet with planning staff for a courtesy pre-application meeting to review the Downtown Design Guidelines and application procedures and requirements. Contact the Planning Division to schedule a pre-application meeting if desired.
  2. **Submittal and Filing Deadline.** Submit all completed forms and required materials, plans and supporting documents, along with the required fees, to the Planning Division at least three weeks prior to the desired Design Review Board meeting. See *Board Meeting and Project Presentation*, below, for meeting schedule information.
  3. **Notices.** Required notices will be prepared and distributed by City staff. Direct mailings will be sent to all property owners and residents within 500 feet of the project. Email notifications will be sent to all subscribers. A note will be posted on the City website.
  4. **Packet Distribution.** Staff will prepare an informational packet for the Design Review Board with the materials, plans and supporting documents provided. A meeting agenda and packets for each project on the agenda will be electronically distributed to Board members. Paper packets for Board members will be available for pickup at the Planning Division. Packets not picked up prior to the meeting will be distributed at the meeting. Petitioners will be electronically sent an agenda and a copy of their project's packet only.
  5. **Board Meeting and Project Presentation.** The Design Review Board meets on the third Wednesday of each month (subject to change). Applicants may give an informal

presentation up to 10-minutes. The Design Review Board will then have a dialogue with the project design team to discuss consistency with the Downtown Design Guidelines.

6. **Report.** Following the Design Review Board meeting, a report of the Board's discussion will be prepared. A copy of the report will be electronically sent to the petitioner and posted on the City website. If a site plan petition is submitted for review and approval, a copy of the report will be included in the site plan petition staff report packet to the Planning Commission and City Council.

### **Application Materials**

Applicants are responsible for preparing and providing all materials for application and presentation to the Design Review Board. The following items must be provided in the required format in order for a project to be accepted for discussion by the DRB.

#### Required Information:

- Completed Application Form
- Site plan of proposed project including lot lines, proposed building footprint, walkways, driveways and curb cuts, landscape areas and other site improvements.
- Floor plan(s) of proposed building
- Elevations of every side of the proposed building, including identification of proposed materials and colors
- Ground level and upper level sections
- Photographs or massing drawings of surrounding site context
- Any other supporting materials you wish to provide which show or help explain how the design concept responds to the Downtown Design Guidelines

#### Required Format:

- All drawings must be at least at the preliminary design stage.
- All drawings must be scaleable and provided on 11" x 17" paper.
- Submit 9 sets of all required materials.
- Submit 1 PDF file containing all required materials, up to 15 megabytes. This single PDF file can be emailed to a city planner or planning support specialist, or provided on a memory stick or disc. If the file size will exceed 15 mb, divide the file into two or more smaller files attached to the same email or saved on the same device. Materials sent "piecemeal" or in separate transmittals will not be accepted. Materials which require special software to view will not be accepted.
- Bring at least one set of full size drawings to the Design Review Board meeting.



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# Ann Arbor Design Review Board Application

Section 1: General Information	
Project Name:	
Project Location and/or Address:	
Base Zoning District, Character Overlay District, and Building Frontage Designation:	
Type of Site Plan Petition (check):	<input type="checkbox"/> Site Plan for City Council approval <input type="checkbox"/> Site Plan for Planning Commission approval <input type="checkbox"/> PUD Site Plan <input type="checkbox"/> Planned Project Site Plan <input type="checkbox"/> Administrative Amendment with façade change
Developer:	
Property Owner:	
Property Owner's Signature:	
Developer's interest in property if not owner:	

Design Team (include all individuals, firms and groups involved):	
Contact Person (name, phone number and email of <b>one</b> person):	

Section 2: Project Details	
Project Specifics:	Site size (sq. ft.): _____  Total floor area (sq. ft.): _____  Number of stories: _____  Building Height (ft.): _____  Ground floor uses: _____  Upper floor uses: _____  Number dwelling units: _____  Number off-street parking spaces: _____  Open space (sq. ft.): _____

On a separate sheet(s), please address each of the following in separate statements:

- 2a. Brief description of design concept (what the project/structure looks like).
- 2b. Brief description of development program (intended uses, known or possible tenants, etc.)

### **Section 3: Project Design**

On a separate sheet(s), please address each of the following in separate statements:

- 3a. Describe the context of the site.
- 3b. Is there an inspiration or a theme for the design concept? Describe.
- 3c. Describe how the project responds to the Design Guidelines for its Character District.
- 3d. Describe how the project responds to the Design Guidelines for Context and Site Planning.
- 3e. Describe how the project responds to the Design Guidelines for Buildings.
- 3f. Describe how the project responds to the Design Guidelines for Building Elements.
- 3g. If desired, note any other important elements, features or design concepts not covered above that will help the Design Review Board understand how the project fosters excellence in the design of the built environment of downtown Ann Arbor, the overarching goal of the Downtown Design Guidelines.