



DESIGN REVIEW BOARD

DESIGN REVIEW APPROVAL APPLICATION CHECKLIST for APPLICANT

Date of Application _____

Name of Development _____

Location _____

An applicant for any proposed project located within the MOR District, Lincoln-Busey Corridor Overlay District, or East Urbana Design Review Overlay District, shall submit an Application for Design Review Approval to the Secretary of the Design Review Board unless the project is exempt from design review. Please complete and submit as part of the application the following checklist by checking all appropriate spaces to indicate the requested information is shown in the attached scaled drawing in compliance with the Urbana Zoning Ordinance. In some cases, all of the requested information may not need to be shown. Please check with the Planning Division at 217-384-2440 if you have questions about what should be shown.

Applicant Information Requested

Applications shall be filed with the Secretary of the Design Review Board on forms provided by the City and accompanied by the following:

- Scaled Drawings showing:
 - Size and dimensions of the parcel to be developed drawn to scale;
 - Locations and widths of adjacent rights-of-way, sidewalks, and street pavement;
 - Identification of neighboring property owners listed on the site plan;
 - Locations of all existing structures on the parcel;
 - Locations of adjacent parcels and structures;
 - Location and size of proposed structures or additions to be built on the parcel including proposed setbacks from the property lines;
 - Location and layout of any proposed access drives, parking areas and walkways;
 - Elevation renderings of the proposed structure or addition indicating the proposed materials to be used in construction;
 - Elevations or perspectives of adjacent existing structures;

- Floor plans indicating the interior layout of the proposed structure or addition;
- Location of existing trees and shrubs and proposed landscaping;
- Detail view drawings as necessary to show key design elements;
- Relevant site details including lighting, dumpster locations, signage, and other features;
- Site data, including lot area, building square footage, floor area ratio, open space ratio, height, number of parking spaces and number of apartment units (if multi-family).

I understand that the information shown on the application and accompanying documents as requested in this Checklist is correct to the best of my knowledge and that any incomplete or incorrect information may cause a delay in the review of my application.

Applicant

Date