

SITE PLAN REVIEW APPLICATION - DESIGN REVIEW BOARD APPLICATION



Office Use Only

Appl. Type	
Date Filed	
Fees Rec'd:	

LOCATION OF PROPERTY: _____

Sidwell No. of Property _____

Property Owner Name: _____

Address (if different from above): _____

Phone No. _____ **E-mail:** _____

Main purpose of request: _____

Applicant (if other than property owner): _____

Address: _____

Phone No. _____ **E-mail:** _____

APPLICANT MUST BE PRESENT AT SCHEDULED DRB MEETING

Please Note:

- Applicant acknowledges that any planner/ engineer fees incurred over the amount set in the site plan review administrative fee schedule are the responsibility of the applicant.
- Applicant acknowledges that any bay windows, patios, decks or other features extending from the structure are included on the attached plans. These measurements will be taken into consideration pursuant to the Ordinances and may affect the setback requirements.

Signature of Applicant **Date**

Signature of Prop. Owner **Date**

APPLICATION APPROVED - PLANS AUTHORIZED TO BE REVIEWED.

Village of Bingham Farms **Date**

Office Use Only

Copies:	
Village Office:	
Applicant:	
Village Engineer:	
Village Planner:	
Design Review Brd. :	

Review by PC:	
PC Recommended:	
Review by DRB:	
DRB Approval:	
Review by Council:	



Design Review Board

The Design Review Board (DRB) was created to preserve, protect and enhance the ecologically and historically unique environment and aesthetic charm of the village. Prior to **any new construction or most exterior renovations**, property owners are required by ordinance to obtain approval from the DRB (Chapter 153 of the village Code Book).

DRB meetings are held the **first Monday** of every month beginning at 7:30 p.m.

Here's the process for exterior renovations BEFORE CONSTRUCTION BEGINS:

1. Complete and submit a DRB application form to the village office, along with the following items:
 - Seven copies of the site plan that includes structure location, property lines and setback distances
 - Seven copies of design plans (11x17), and three copies of design plans (24x36)
 - List of building materials that includes siding and roof colors. Samples are encouraged.
 - Fee of \$150 payable by cash or check.
2. The project will be included on the agenda for the next available DRB meeting. By law, the village is required to mail notices of DRB applications to all property owners within 300 feet of the subject property.
3. The DRB will discuss the application at the meeting. The applicant, or a knowledgeable representative, must be present.
4. If the application is approved, stamped plans can be picked up at the village office the next day. If the application is tabled denied, reasons will be provided at the DRB meeting and applicants may submit amended plans.

For **new construction**, applicants should call to set up a meeting with village staff to review submission guidelines and materials.