110 Academy Street, Canton, Georgia 30114 770-704-1500

CANTON DESIGN REVIEW APPLICATION

Project # (sta

- 1. **Application Requirements:** All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the Canton Design Review for review. The applicant must submit the application and all supporting materials as the appropriate building permit option using the online permitting and licensing portal found here: https://canton.onlama.com/.
- 2. Meetings are held every Wednesday at 8am therefore, applications and support materials must be submitted three (3) business days prior to the Canton Design Review meeting.
- 3. **Application Representation:** The applicant or authorized representative of the applicant must attend the Design Review meeting to support the application, unless stated otherwise.
- 4. **Building Permit and Land Disturbance Permit Requirements:** In addition to a Design Review application, building permits and/or land disturbance permits may be required from the Building Department and/or Community Development. Building permits and/or land disturbance permits will not be issued without proof of an approval from the Canton Design Review.
- 5. **Local Resources:** The Design Guidelines and Standards, <u>Chapter 103.07.00</u>, describes the applicability, exemptions, submittal requirements, general community design requirements, and other administrative processes for projects that require review and approval (administrative review by Community Development Department staff or review by the Canton Design Review). The Guidelines are available at City Hall and on the City of Canton's website.

A DESIGN REVIEW APPROVAL IS REQUIRED FOR ANY MATERIAL CHANGE IN APPEARANCE OF PROPERTY (BUILDINGS, STRUCTURES, SITES, OBJECTS, EXTERIOR ENVIRONMENTAL FEATURES) FOR ALL AREAS OF THE CITY OUTSIDE OF THE LOCALLY DESIGNATED HISTORIC DISTRICT, UNLESS STATED OTHERWISE, WITH THE EXCEPTION THAT ANY PROPERTY USED AS A SINGLE-FAMILY DWELLING IS EXEMPT FROM THIS REQUIREMENT.

Contact Information	:		
Applicant Name*:	Telephone:		
Email:			
Mailing Address:			
	not the owner, a letter from the	0 1 1	osed work must be included. Pl
Property Information	n:		
Address:			
District/Section: M		Iap #:	Parcel #:
Zoning:	Present Use:		
Scope of Work: (Che	eck all that apply)		
STAFF REVIEW:		CDR REVIEW:	
Removal of non-	☐ Installation of screen or	☐ Addition	☐ Signs
historic detached structure	storm doors	☐ Alteration	☐ Site Features
☐ Maintenance of /	☐ Installation of screen or	☐ New Construction	Demolition
change in paint color	storm windows	☐ Restoration	☐ Relocation
OTHER:			
☐ Amendment to previous Canton Design Review Approval, Project #:		☐ Other (Description):	



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Describe the proposed project (attach additional sheets if

necessary). The description should include proposed

Application Checklist

Community Development Department, 110 Academy Street, Canton, Georgia 30114. Please contact 770-704-

1500 for more information.

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project. New Buildings and New Additions Letter of Intent Site plan Architectural elevations Landscape plan (vegetation not required) Description of materials Photographs of proposed site and adjoining properties	materials. Please divide the description if the proposed scope of work will involve more than one type of project. <i>Example: 1</i>) Addition of storage and 2) construction of new building.
Major Restoration, Rehabilitation or Remodeling ☐ Letter of Intent ☐ Architectural elevations or sketches ☐ Description of proposed changes ☐ Description of materials ☐ Photographs of existing building ☐ Documentation of earlier historic appearance (Restoration only)	
Minor Exterior Changes ☐ Letter of Intent ☐ Description of proposed changes ☐ Description of materials ☐ Photographs of existing building	
Site Changes – Parking Areas, Drives and Walks ☐ Letter of Intent ☐ Site plan or sketch of site ☐ Description of materials ☐ Photographs of site	
Site Changes – Fences, Walls, and Systems ☐ Letter of Intent ☐ Site plan or sketch of site ☐ Architectural elevations or sketches ☐ Description of materials ☐ Photographs of site	
NOTE: The City encourages the majority of the exterior façade of buildings to be brick or stone.	
NOTE: Only complete applications will be placed on the agenda for design review. All plans must be "to scale". Reduced site plans, surveys, architectural drawingsetc. will not be accepted.	
Applications should be submitted to the City of Canton	