

CITY OF  
**Fond du Lac**  
DOWNTOWN DESIGN REVIEW

**P R O J E C T   A P P L I C A T I O N**

DATE SUBMITTED: \_\_\_\_\_ DARB MEETING DATE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

**APPLICANT INFORMATION**

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

**PROJECT REPRESENTATIVE:** \_\_\_\_\_

\_\_\_ARCHITECT \_\_\_ENGINEER \_\_\_CONTRACTOR \_\_\_OTHER

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

**PROJECT INFORMATION**

- MINOR REPAIR/ALTERATIONS (PAINT, ROOF, WINDOWS)
- EXTERIOR RENOVATION
- SIGN(S)
- AWNING(S)
- BUILDING ADDITION/EXPANSION
- NEW BUILDING

DESCRIPTION OF PROPOSED PROJECT:

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# CITY OF **Fond du Lac** DOWNTOWN DESIGN REVIEW

## **A P P L I C A B I L I T Y**

The Downtown Design Overlay District encompasses Downtown Fond du Lac in the general area between Rees Street and Fifth Street. Changes to properties – such as signage, painting, awnings, roofing, restoration, repairs, additions - are subject to design criteria of the Zoning Code and the *Downtown Fond du Lac Partnership Design Guidelines*.

Most changes to downtown properties require review and approval of the Downtown Architectural Review Board. Certain minor actions may be approved by the Community Development Department, such as the addition or replacement of windows or doors complementary to the color and architectural style of a building, and the addition or replacement of awnings and canopies. Alteration of a building façade that is not visible from a public street or alley - or the interior remodeling of a building - does not trigger architectural design standards. Where a property is a City-designated historic site or structure, the Historic Preservation Commission must review and approve exterior alterations, additions and/or signage; separate review by the Downtown Architectural Review Board is not required.

## **P R O J E C T R E V I E W & A P P R O V A L**

The Downtown Design Overlay District regulations are administered by the Downtown Architectural Review Board. Members of the board include design and construction professionals, downtown business owners and others with knowledge of architectural design principles. The Downtown Architectural Review Board serves the long-range interest of the Downtown to encourage projects that positively affect the value of property.

The DARB will approve, conditionally approve or deny a project. In making a decision the Board considers information provided by the applicant, zoning code requirements of the Downtown Design Overlay District and the *Downtown Fond du Lac Partnership Design Guidelines*. Design considerations include colors and materials, architectural elements, the physical and architectural relationship of the proposal with existing and proposed structures, sign design, lighting. The Downtown Architectural Board cannot waive, modify or allow any deviation from the requirements of the Building Code, Zoning Code or any ordinances or regulations. An appeal of a decision of the Downtown Architectural Review Board may be considered by the Board of Appeals.

## **P R O J E C T A P P L I C A T I O N**

The Downtown Architectural Review Board meets monthly on the first Tuesday at 12:00 p.m. The meeting is held at the City County Government Center, 160 South Macy Street, in Meeting Rooms D-E. Refer to the Downtown Architectural Review Board timetable for project submittal and meeting dates. The project applicant or a representative must attend the meeting.

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## PROJECT SUBMITTAL REQUIREMENTS

### MINOR ALTERATIONS/REPAIR OF EXISTING BUILDINGS

Minor alterations/repair of existing buildings: Painting, roofing, siding, windows, architectural elements.

- (1) Provide a clear depiction of the *existing appearance* of the property: Color photographs and/or color renderings, including adjoining and nearby properties.
- (2) Provide a clear depiction of the *proposed appearance* of the property: Color photographs or color renderings, paint charts, color photographs of replacement architectural components.

### SIGNS

- (1) Provide details of all *existing* signage of the property: Color photographs and dimensions of each existing sign (wall, projecting, freestanding)
- (2) Provide details of *proposed* signage: Type of sign (wall, projecting, freestanding), sign location, linear dimension of building façade(s), sign materials, lighting. Color renderings and/or color photographs of proposed signage and building are acceptable.

### NEW CONSTRUCTION & MAJOR ALTERATIONS/ADDITIONS

Major alterations: Structural changes, additions, removal of bulk, new construction.

- (1) Provide a clear depiction of the existing building/site conditions: Color photographs, including adjoining and nearby properties.
- (2) Detailed site plan: Show existing building(s), proposed building addition(s), and/or new building(s).
- (3) Front and side building elevations drawn to scale.
- (4) Samples and/or photographs of siding, brick type, roof shingles, paint chips, door/window style, ornamentation, and other exterior materials.
- (5) Exterior lighting details.

**TIMETABLE FOR DOWNTOWN ARCHITECTURAL REVIEW BOARD**  
 (1st Tuesday of the Month)

Application Filing Deadline (Thursday)	Board Meeting Date (Tuesday)
Dec 18, 2014	Jan 6, 2015
Jan 22, 2015	Feb 3, 2015
Feb 19, 2015	Mar 3, 2015
Mar 26, 2015	Apr 7, 2015
April 23, 2015	May 5, 2015
May 21, 2015	June 2, 2015
June 25, 2015	Jul 7, 2015
July 23, 2015	Aug 4, 2015
Aug 20, 2015	Sept 1, 2015
Sept 24, 2015	Oct 6, 2015
Oct 22, 2015	Nov 3, 2015
<b>(Monday)</b> Nov 16, 2015	Dec 1, 2015
<b>(Friday)</b> Dec 18, 2015	Jan 5, 2016