City of Fond du Lac

DOWNTOWN DESIGN REVIEW

Project Application

PROJECT LOCATION: _____

ADDRESS

Project Applicant (Business Owner/Tenant/Landowner)			
Name:			
Business Name:			
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	
Project Representative (Complete this information if the project representative is not the project applicant)			
Name:			
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	
Landowner (Complete this information if the project applicant is not the property owner.)			
Name:			
Mailing Address:	City:	State:	ZIP:
Land Use Information – Project Site			
Describe the use of the building: If the proposed project involves a new business or use, identify the most recent use of the building:			
Acknowledgement for Project Completion (Landowner or Tenant)			
As the responsible party for the project, I hereby acknowledge that failure to complete the project as approved by the Downtown Architectural Review Board may result in a requirement to modify and/or redo work and/or delay occupancy.			
_____ SIGNATURE		_____ DATE	

PROJECT DETAILS

- ☐ EXTERIOR PAINT
- ☐ WINDOWS – REPLACE EXISTING
- ☐ WINDOWS – NEW OPENING OR MODIFY EXISTING
- ☐ EXTERIOR ALTERATIONS/REPAIR
- ☐ BUILDING ADDITION/EXPANSION
- ☐ SIGN - WALL
- ☐ SIGN - PROJECTING
- ☐ AWNING
- ☐ NEW BUILDING

DESCRIPTION OF PROPOSED PROJECT AND TIMELINE FOR COMPLETION:

_____

_____

PROJECT APPLICANT SIGNATURE _____

Project Application - Instructions and Submittal

Refer to the *Downtown Architectural Review Board Timetable* for application submittal deadlines and meeting dates.

Checklist for submittal of a proposal for design review:

NOTE: A project will be reviewed by the Downtown Architectural Review Board as submitted by the applicant. Revisions or changes to the project that are not part of the original submittal will postpone action by the Board to a future meeting.

- **Project Application**

  The application should describe the project and provide information regarding use of the property, along with an acknowledgement of responsibility for completion of the project in accord with DARB's approval.

- **Project Information**

  Provide photos to show the appearance of the existing building. Provide information related to the proposed project: Paint chips, awning fabric sample, window and door specifications, etc. Where new lighting is proposed, provide details of light fixtures. For significant changes or renovation, provide a color sketch or drawing to illustrate the proposed project, including paint color and building materials. For the construction of a new building, a site plan and elevation drawings are required along with color and material samples.

- **Sign Proposals**

  Provide photos of all existing signage on the property, including dimensions. Provide sign specifications to show color, material, dimensions and location. If exterior lighting is proposed, provide details of light fixture.

Application Submittal

Refer to the *Downtown Architectural Review Board Timetable* for application submittal deadlines and meeting dates.

An application for design review may be filed at the City of Fond du Lac Community Development office located on the 4th floor of the City-County Government Center or submitted electronically via email: kerickson@fdl.wi.gov

Please contact the Community Development office at (920) 322-3440 prior to the electronic submittal of a project application.

Downtown Architectural Review Board Meeting

The Downtown Architectural Review Board meets on the first Tuesday of the month at 12:00 p.m. in Meeting Room A of the City-County Government Center, 160 S Macy Street. Meeting dates are listed in the *Downtown Architectural Review Board Timetable*. The project applicant or representative must attend the meeting to present the proposal.

Project Review: The purpose of the Downtown Design District is to enhance the character and appearance of Downtown Fond du Lac. The Community Development Department analyzes each proposal and prepares a recommendation for the project. The project analysis and recommendation is provided to the applicant in advance of the public meeting.

DARB Meeting: The Chairperson will ask the project applicant to present the proposal. The Board may have questions for the applicant and/or City staff. Public comment will be invited. In reviewing a project the Downtown Architectural Review board considers the overall impact, along with the City regulations of the Downtown Design District, and the Downtown Fond du Lac Partnership Guidelines. An appeal of the Board's decision may be considered by the Board of Appeals.

Project Approval Time Limitation: A project approved by the Downtown Architectural Review Board must begin within one year from the date the approval was granted and continue with due diligence. If a project does not begin within one year of its approval, the action of the Downtown Architectural Review Board is null and void. Failure to complete the project as approved by DARB may result in a requirement to modify and/or redo work and/or delay occupancy

DARB meeting agendas and minutes may be viewed on the City's website: www.fdl.wi.gov

FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440

DOWNTOWN ARCHITECTURAL REVIEW BOARD 2021

(1st Tuesday of the Month)

Application Filing Deadline 12:00 pm (Thursday)	**DARB Meeting** 12:00 pm - Tuesday Meeting Room A
Monday Dec 21, 2020	**Jan 5, 2021**
Jan 21, 2021	**Feb 2, 2021**
Feb 18, 2021	**Mar 2, 2021**
Mar 25, 2021	**Apr 6, 2021**
Apr 22, 2021	**May 4, 2021**
May 20, 2021	**June 1, 2021**
June 24, 2021	**July 6, 2021**
July 22, 2021	**Aug 3, 2021**
Aug 26, 2021	**Sept 7, 2021**
Sept 23, 2021	**Oct 5, 2021**
Oct 21, 2021	**Nov 2, 2021**
Wednesday Nov 24, 2021	**Dec 7, 2021**
Dec 23, 2021	**Jan 4, 2022**