CERTIFICATE OF APPROPRIATENESS APPLICATION

CITY OF BIRMINGHAM * DESIGN REVIEW COMMITTEE

Please Print Legibly

Name of Applicant: _____

Mailing Address (including zip code): _____

Daytime Phone Number: (_____)_____ Fax Number: (_____) _____

Cell Phone Number: (_____)_____ E-mail Address: _____

Relationship of Applicant to Property: _____ Owner _____ Architect/Contractor _____ Other

Owner's Name (if different from applicant): _____

Owner's Address: _____ Owner's Phone #: _____

Full Property Address: _____

Local Historic District: _____Anderson Place _____Avondale Park _____Cullom St. _____Forest Park _____Highland Park _____Norwood _____Phelan Park _____Red Mountain Suburbs _____Roebuck Springs

Permit Routing Number: _____ **STAFF USE ONLY**

Date of Building, Demolition, Sign, Fence, Driveway, or Soil Erosion Control Permit Application: _____

Present Zoning Classification of Property: _____

Present Use of Property:

_____Residential _____Commercial _____Industrial _____Institutional _____Other

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Nature of Proposed Work:

Please describe your proposed work as simply and accurately as possible.

_____

_____

_____

_____

Project Cost: $_____

Is there an application relevant to this property and to the subject modifications or improvements pending or contemplated before the Zoning Board of Adjustment (ZBA), City Planning Commission, or City Council?

- ❑ Yes. Please specify: _____
- ❑ No

Is there any approval pending by any other regulatory or administrative authority, which may have a bearing on the modifications or improvements that are the subject of this application?

- ❑ Yes. Please specify: _____
- ❑ No

Who will represent applicant before the Design Review Committee? (Representative should have authority to commit applicant to make changes that may be suggested or required by the DRC):

NAME: _____

TITLE OR RELATIONSHIP TO APPLICANT (*if other than applicant*): _____

ADDRESS (including zip code): _____

TELEPHONE: ( ) _____ FAX: ( ) _____

CERTIFICATION

I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, intentionally or unintentionally, is false or is a misrepresentation of the material facts, the Certificate of Appropriateness granted will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

Signature of Owner (where applicable): _____Date: _____

Signature of Applicant (if different from owner) as Agent on Behalf of Owner: _____Date: _____

FOR STAFF USE ONLY

Memorandum to Permitting Official: A Certificate of Appropriateness has been:

_____**Approved.** _____ **Approved with Conditions.**

Please release the building/demo/sign/fence/driveway/soil erosion control (circle one) permit in accordance with the following conditions:_____

_____

_____**Denied.** Please do not release the permit or allow work.

_____ _____

City Historic Preservation Officer or Urban Design Staff Date

DISCLAIMER

Applicants Please Note: The decisions of the Design Review Committee are binding. It is each applicant's responsibility to see that the decisions of the Committee are carried out as stipulated. Any changes or deviations from the Committee's decision, including but not limited to colors, forms, configurations, materials, assemblies or any other aspects of the approved work, shall not be undertaken by the applicant or the applicant's agent unless said changes are approved by the Committee beforehand. Under the terms of City ordinance, any change or deviation from work approved by the Committee constitutes a violation of the ordinance and renders the applicant subject to citation with penalties as prescribed by a city magistrate.

Please also note that prior to obtaining any permits, all applicants must meet with Zoning Staff to determine compliance with the zoning regulations. Design Review approval does not mean that zoning has approved the request.

In addition, after a case has received design review approval, permits are not immediately available for permit issuance. Each applicant should consult with an Urban Design staff member and a Plans Examiner before proceeding to the permit counter to obtain a permit. Staff may require at least a day or more to process the case for permit issuance.

Signature (Owner) _____ Date: _____

Signature of Applicant
(if different from owner) as Agent on behalf of Owner: _____ Date: _____

DRC BACKGROUND

Design Review is a process where a committee of citizens reviews development plans for new construction, demolition, repair, additions, signs, and/or modifications to property to ensure that the changes comply with the design guidelines of the particular Commercial Revitalization or Local Historic District. As an applicant, you will need to appear before the Design Review Committee. The Committee meets the **second and fourth Wednesday of each month (except during November and December, when we follow the holiday schedule) at 7:30 a.m. in the City of Birmingham Council Chamber on the third floor of City Hall located at 710 North 20th Street.**

SUBMITTAL DEADLINES

All applications and support materials must be submitted digitally to the Urban Design staff two weeks prior to a scheduled meeting of the Design Review Committee (DRC). **It is important that the applicant discuss the proposal with appropriate City agencies, and Zoning Administration staff prior to filing an application with the DRC. Late or incomplete submissions will be deferred to the next DRC meeting.**