

DRR	DESIGN REVIEW REQUEST APPLICATION FOR APPROVAL
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Address of Property: _____

Hexenbuckel Historic District
 Oakland Historic District
 Old Belleville Historic District
 Belleville National Register Historic District
 Individual Landmark

Name of Property Owner: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone Day(____)____ - _____ Evening: (____)____ - _____

Name of Applicant: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone Day(____)____ - _____ Evening: (____)____ - _____

Applicants relationship to Owner: Owner Lessee/Tenant Contractor Architect Other: _____

TYPE OF WORK (Check All That Apply)

<input type="checkbox"/> Exterior Alteration/Repair	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
	<input type="checkbox"/> Primary Structure	<input type="checkbox"/> Whole Primary Structure
	<input type="checkbox"/> Addition	<input type="checkbox"/> Part Primary Structure
	<input type="checkbox"/> Garage/Outbuilding	<input type="checkbox"/> Relocation of Building
	<input type="checkbox"/> Other : _____	

Length of time requested for project completion: 6 months 12 months Other: _____

In consideration of this application and attached plans and specifications being made a part thereof, we will conform to all the regulations set forth in the City of Belleville, Illinois Codes and Ordinances.

We further agree that all work will be in accordance with the plans and specifications, which accompany this application, except for such changes as, may be authorized or required by the Building Official. On completion of the work, we agree to notify the Building Inspection and Historic Preservation Commission of the City of Belleville, Illinois to schedule an inspection of the property.

We further agree to post a copy of the Design Review Request (DRR) along with the permit on the premises in a place of public view.

Owner/Authorized Agent Signature

Date

DESIGN REVIEW REQUEST (DRR) DETERMINATION

Historic Preservation Commission, Chairman: _____ DRR No.: _____

Approval Denied Revised / Resubmit

Approval Date: _____ Completion Date: _____ Permit No.: _____

If unable to complete the work by the stipulated date, you may apply for an extension of the DRR. Extensions may be granted upon submission of proper documentation. The Design Review Request (DRR) is provided at no cost. Please remember that Building Permits are required in addition to the DRR.

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

↑ EXTERIOR ALTERATION/REPAIR

Check each work item for which approval is requested:

- | | |
|---|--|
| <input type="checkbox"/> Architectural Feature (decorative ornamentation) | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Awning or Canopy | <input type="checkbox"/> Roof (change in shape, features, materials) |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Roof Vents |
| <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Satellite Dish or Antenna |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Security Doors or Windows |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Gutters & Downspouts | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Light Fixtures | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Masonry Cleaning, Repointing, Painting | <input type="checkbox"/> Site Furnishings |
| <input type="checkbox"/> Material Change (wood, brick, etc.) | <input type="checkbox"/> Solar Collectors |
| <input type="checkbox"/> Mechanical System Units | <input type="checkbox"/> Stairs/Steps |
| <input type="checkbox"/> Painting (paint removal, etc.) | <input type="checkbox"/> Storm Doors or Windows |
| <input type="checkbox"/> Paving (parking lot, driveways, landscaping) | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Porch – Maintenance and Minor Repair | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Porch – Major Repair and Reconstruction | |

List and describe in detail all work to be done for each item in the space provided on the following page include the following materials where appropriate and check appropriate box if included (add pages if necessary):

- A. Narrative – Describe the work.
- B. Drawings, photographs, specifications, manufacturer’s illustrations or other description of proposed changes to the building’s exterior. To scale drawings with dimensions will be required for major changes in design, e.g. roofs, facades, porches, and other prominent architectural features.
- C. If application is for any feature not on the primary structure, include a site plan.
- D. If material changes are proposed, include samples.

↑ NEW CONSTRUCTION/ADDITIONS

Include the following materials where appropriate and check appropriate box if included.

- Narrative – Written description of project and elements of work.
- For primary structure, outbuilding or addition.
 - 1. Site plan with measured distances.
 - 2. Elevations drawings of each façade and plans with dimensions and specifications which clearly illustrate the exterior appearance of the site and building.
 - 3. Drawings, photographs, samples, manufacturer’s illustrations, or other description of material to be used.
- Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavements, decks.

↑ DEMOLITION OF STRUCTURE – NARRATIVE DESCRIPTION

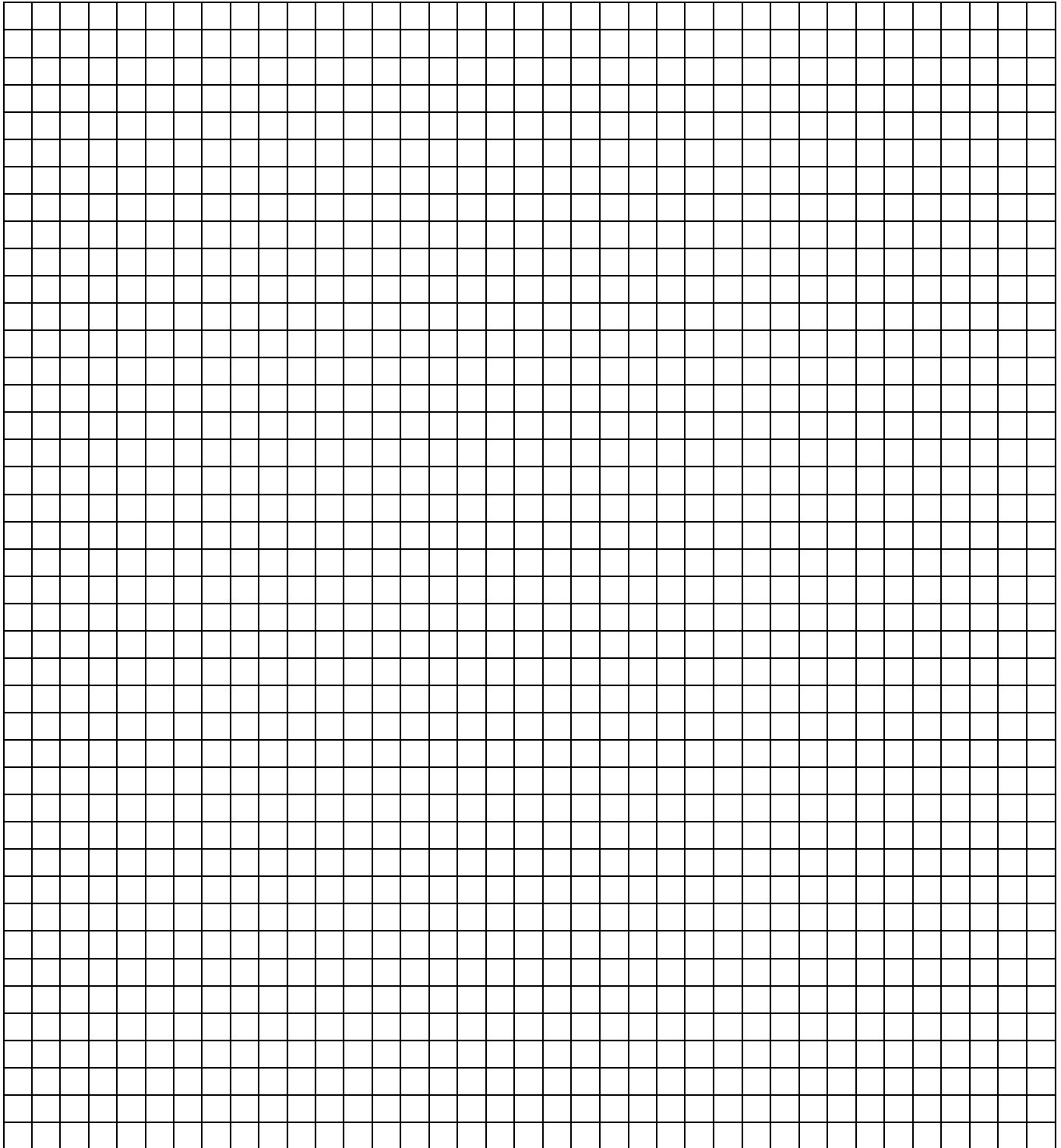
1. Describe the structure’s condition and reason for demolition.
2. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

↑ RELOCATION OF STRUCTURE – NARRATIVE DESCRIPTION

1. Explain what building will be moved, where, why and if there are any proposed changes.
2. If a building will be moved into the district from outside, include photographs.
3. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features which may be altered or disturbed, e.g., foundations, walls, vegetation.

DRAWING OF PROPOSED WORK

Please use this sheet or attachments to draw/sketch out your proposal to scale. You may use the grid provided to scale your drawings. For example: 1 square on the grid – 1 foot on the ground.



Design Review Request PROCEDURE

1. Property Owner initiates efforts to re-develop, repair, renovate, demolish or construct a building on his site in a Belleville Historic District.

2. Property Owner (applicant) secures the forms for application for a Design Review Request from the Building and Zoning Department of the City of Belleville.

3. It is suggested, but not required, that the applicant secure a copy of the Belleville Historic Districts – Design Guidelines/Policy and Procedures Planned as a guide for planning work on properties located in the Belleville Historic Districts and for use in preparation of the DRR application submission. Copies are available from the City of Belleville – Building Inspector’s office.

4. Applicant submits an original and three (3) copies of completed DRR application form, with any supporting documentation to the Building and Zoning Department for processing. The Building and Zoning Department staff logs in the submission and sends all three copies of the DRR Application to the Chairman of the Belleville Historic Preservation Commission for review.