



Pre-Application Meeting Required Planner _____ Date _____ Application Number _____ DR- _____ Date Received _____ Type _____ _____
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6 East 6th St.
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-3150
Tdd 785-832-3205
Fax 785-832-3160

DESIGN REVIEW APPLICATION

PROPERTY INFORMATION

Address of Property _____

Legal Description (*may be attached*) _____

OWNER INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____

E-mail _____ Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact _____

Company _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____

E-mail _____ Mobile/Pager (____) _____

Existing Zoning	Existing Land Use	Proposed Land Use	
Total site area	Current Appraised Value	Existing Building Footprint	Open Space Area
# of Buildings	Estimated Cost of Construction	Proposed Building Footprint	Pavement Coverage
Are you also submitting any of the following applications?			
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Variance	<input type="checkbox"/> Other (specify)		

Property

Address: _____

Detailed Description of Proposed Project:
(Attach additional sheets if necessary)

Reason for Request:
(Attach additional sheets if necessary)

Architect/Engineer/Contractor Information: Please provide name and phone number of any persons associated with the project.

Contact _____

Company _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____

E-mail _____ Mobile/Pager (____) _____

REQUIRED ATTACHMENTS:

- Photographs of existing structure and site**
- Scaled or dimensioned site plan**
- Scaled elevation drawings**
- Scaled or dimensioned floor plans**
- Materials list**
- Digital copy of application materials**

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for design review approval as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

Note: If signing by agent submit Owner Authorization Form



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REQUIRED INFORMATION FOR APPLICATIONS TO THE HISTORIC RESOURCES COMMISSION

Use the checklist below to be sure your application is complete.

GENERAL REQUIREMENTS

- Application** Be sure to note if other applications (site plans, variance requests, etc.) have been submitted. Make sure that the application is signed and dated. Include a digital copy of application and supporting materials.
- Written Description** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.) Attach additional documents and pages as necessary.
- Drawings** Submitted drawings must be sufficiently clear, detailed and **dimensioned** in order to adequately communicate the scope of the proposed project. The applicant should include **dimensional drawings of each effected elevation** and floor plans of the structure. Staff may require more information based on submission and scope of the project. Applicants should submit one full size copy of the plans and one 11" x 17" copy of the plans. A digital copy of the drawings is also required.
- Site Plan** Scaled or dimensioned site plan. Include location of all existing and proposed structures, outside features (retaining walls, historic limestone curbing and hitching posts, etc.), and materials to be used.
- Description of Materials and Construction Techniques** (This may be noted on the required drawings or described on page 2 of the Application.) Please note window and door specifications if proposing replacement.
- Photographs** Include photographs of each elevation of the property and any important architectural details. The property owner will allow staff access to the property to photo document the project.

ADDITIONAL REQUIREMENTS

- Statement of Building Condition** (Include if proposing demolition) Structural analysis, completed by an engineer or licensed building contractor, of the structure to be demolished.
- Repair vs. Replacement Cost Analysis** (Include if proposing demolition) Statement describing the cost to repair the structure to be demolished and the cost to build a new structure of equal size and materials. This information will help in the determination of the feasibility of rehabilitation.
- Copy of Demolition or Sign Permit** If applicant is proposing demolition or to install a sign, include a copy of the sign or demolition permit.