

DESIGN REVIEW BOARD APPLICATION

Proposed work:		Work Type: *See page 2 for application due dates and submittal requirements			
	Addition		Addition		Masonry
	Demolition		Awning/Canopy		Siding and Trim
	New Construction		Building Access		Roofing
	Repair		Deck/Balcony		Signage
	Replacement		Door		Windows
	Application Fee - \$30		Façade		Other:

Development Information:	
Development/Business Name – Location:	
Type of Business/Project Description:	
Current Zoning:	Current Use:
Year Building Built:	Year(s) Building Renovated:
Building Category: <input type="checkbox"/> Landmark <input type="checkbox"/> Contributing <input type="checkbox"/> Background <input type="checkbox"/> Non-Historical	See Historic Building Inventory in the Downtown Mason Design Guidelines Handbook

Current Owner of the Property	Project Contact (Architect, Engineer, Planner)
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Telephone: Fax:	Telephone: Fax:

Applicant(s):	E-mail address:
Address:	
City:	State: Zip:
Telephone:	Fax:

By signing this application, I attest under penalty of law that all the information given is correct to the best of my knowledge.
 Please Print Applicant's Name Here: _____

Applicant's Signature: _____ **Date** _____

Please Print Owner's Name Here: _____

Owner's Signature: _____ **Date** _____

TO BE COMPLETED BY THE CITY OF MASON

Application Number: _____ Date of Design Review Board Meeting: _____

FeePaid: _____ Drawn: _____ Check#: _____ Date: _____ Initial: _____

Administrative Approval ☐ Yes ☐ No

**DESIGN REVIEW BOARD
DEADLINES FOR SUBMITTAL**
2012 – 2013 - 2014

Application Deadline: Last Wednesday of the Month	Meeting Date: 3 rd Thursday of the Month
May 30, 2012	June 21, 2012
June 27, 2012	July 19, 2012
July 25, 2012	August 16, 2012
August 29, 2012	September 20, 2012
September 26, 2012	October 18, 2012
October 31, 2012	November 15, 2012
November 28, 2012	December 20, 2012
December 26, 2012	January 17, 2013
January 30, 2013	February 21, 2013
February 27, 2013	March 21, 2013
March 27, 2013	April 18, 2013
April 24, 2013	May 16, 2013
May 29, 2013	June 20, 2013
June 26, 2013	July 18, 2013
July 31, 2013	August 15, 2013
August 28, 2013	September 19, 2013
September 25, 2013	October 17, 2013
October 30, 2013	November 21, 2013
November 27, 2013	December 19, 2013
December 25, 2013	January 16, 2014
January 29, 2014	February 20, 2014
February 26, 2014	March 20, 2014
March 26, 2014	April 17, 2014
April 30, 2014	May 15, 2014
May 28, 2014	June 19, 2014
June 25, 2014	July 17, 2014
July 30, 2014	August 21, 2014

Application Submittal Directions

1. Submit two (2) complete sets of drawings folded to fit a 10 X 12 envelope and any additional information necessary explaining the project request along with the completed application and filing fee.
2. Provide commentary on how this renovation compliments the current architecture in the downtown and the preservation district.
3. Provide commentary on how this renovation supports the Secretary of Interior's Standards for Rehabilitation.
4. Designate the footprint of the original building, any alterations and the years that the alterations were made.
5. Provide the background of the intended use of the original structure.