

**CITY OF RACINE, WISCONSIN**  
**APPLICATION FOR PROJECT REVIEW**  
**BY A DESIGN OR DEVELOPMENT REVIEW AUTHORITY**

Downtown \_\_\_\_\_ State Street \_\_\_\_\_ West Racine \_\_\_\_\_ Uptown \_\_\_\_\_ Douglas Avenue \_\_\_\_\_  
Olsen Industrial Park \_\_\_\_\_ Young Industrial Park \_\_\_\_\_ (Jacobsen/Textron) Redevelopment Area \_\_\_\_\_ (Racine Steel)  
Redevelopment Area \_\_\_\_\_ Plan Commission \_\_\_\_\_

**(Not a substitute for building or sign permit approval)**  
Submit Completed Application and Supporting Materials To:  
Department of City Development

730 Washington Ave., Room 306, Racine, WI 53403  
Phone: (262)636-9151 or Fax: (262)636-9329

**IMPORTANT NOTICE: Failure to submit a complete application and required supporting materials may result in an application being rejected, or the review body deferring or denying a proposal.**

**PROJECT ADDRESS OR LOCATION:**

**PROJECT TYPE:** Exterior Remodel \_\_\_\_\_ Addition \_\_\_\_\_ New Construction \_\_\_\_\_ Façade Restoration \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_  
**Provide Estimate of Aggregate Project Cost:**

**BRIEFLY DESCRIBE PROJECT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Start Date:**

**Estimated Completion Date:**

**PROPERTY OWNER:** Owner Name: \_\_\_\_\_  
(Required Information)  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**BUSINESS INFO:** Business Representative: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AGENT INFO:** Firm Name: \_\_\_\_\_ and Contact: \_\_\_\_\_  
(Architect/Engineer/Designer)  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CITY STAFF COMPLETE THIS SECTION**

Date received: \_\_\_\_\_ Date to be reviewed: \_\_\_\_\_ Action: \_\_\_\_\_

**SUBJECT PROPERTY IS (CHECK ALL THAT APPLY):**

In a Historic District \_\_\_\_\_ Designated Local Landmark \_\_\_\_\_ State Landmark \_\_\_\_\_ National Landmark \_\_\_\_\_ NA \_\_\_\_\_

**ADDITIONAL CITY ACTION THAT MAY BE REQUIRED:**

Date of Plan Commission review: \_\_\_\_\_ Plan Commission action: \_\_\_\_\_

Date of Common Council review: \_\_\_\_\_ Common Council action: \_\_\_\_\_

Other: \_\_\_\_\_

**SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS**

# SUBMITTAL REQUIREMENTS

## Number of Complete Sets of Materials Needed by Review Body:

Downtown Design Review Commission = 9 complete sets. Access Corridor Development Review Committee = 16 complete sets.

Industrial Park Review Committee = \_\_\_\_ Redevelopment Authority = \_\_\_\_

## IN GENERAL, PROJECT SUBMITTALS SHALL PROVIDE \_\_\_\_\_ COPIES OF THE FOLLOWING INFORMATION:

- a) Cover letter with brief description of project.
- b) Perpendicular color photo of your building, the buildings on each side of your building, and the buildings across the street.
- c) Plans displaying the following information:
  - i. Name of development or project.
  - ii. Developer's and/or owner's name, address, phone number, facsimile number.
  - iii. Name of person and/or firm preparing plans along with address, phone number, facsimile number.
  - iv. The most current date of preparation/revision.

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## DEPENDING ON THE TYPE OF PROJECT, \_\_\_\_\_ COPIES OF THE FOLLOWING INFORMATION ARE REQUIRED IN THE FORM OF PLANS AND/OR DRAWINGS:

### If Your Project Is A Sign, Submit...

- a) Sign plan drawn to scale showing the design, materials, height, size, location, illumination method, method of installation and number of signs.
- b) Perpendicular color photo of your building, the buildings on each side of your building, and the buildings across the street.
- c) Dimensioned color rendering or digitally enhanced color photo of the proposed signage as it will appear when installed.
- e) Materials samples sign lens, color chips, base materials, anchoring devices (photos or spec. sheets are acceptable).

### If Your Project Includes Awning or Canopies, Submit...

- a) A plan drawn to scale showing dimensions of projection, drop, valances, height above sidewalk, distance to curb.
- b) Perpendicular color photo of your building, the buildings on each side of your building, and the buildings across the street.
- c) Dimensioned color rendering or digitally enhanced color photo of the proposed awning as it will appear when installed.
- e) Materials samples of awning materials, support structures, anchoring devices (spec. sheets are acceptable), color chips, etc.

### If Your Project Is An Exterior Remodeling Or Façade Restoration, Submit...

- a) Architectural treatment of all building exteriors and include materials samples and color chips.
- b) Roof-top equipment descriptions (submit dimensioned brochures, drawings or photos) if applicable.
- c) Dimensioned and to-scale building elevations showing materials, textures and colors (include materials samples and color chips).
- d) Dimensioned and to-scale color rendering of exterior elevations (include color chips)
- e) Dimensioned sign plan drawn to scale showing design, materials, height, size, location, number of, illumination method, etc.(see sign submittal requirements).
- f) Dimensioned and to-scale awning or canopy plan (see sign submittal requirements).

### If Your Project Is a Building Addition or New Construction, Submit ...

- a) Dimensioned and to-scale plot plan showing:
  1. North arrow and scale.
  2. Location of structure(s) on lot.
  3. Parking and access drive locations, parking stall dimensions, curbing, tire stops, loading docks, lighting, etc.
  4. Trash and utility areas, including design, materials, size, location, access to, screening, etc (include materials samples).
  5. Landscaping showing type, size and placement, fencing, berming, walls, screening, etc.
  6. Outdoor lighting showing direction of beam, intensity, and height and type of fixtures (include spec. sheets or drawings).
  7. Location of all easements.
  8. Surface treatment of all outside areas (ie. Grass, asphalt, concrete, paver stones, etc.)
  9. Location of sewer and water lines, gas, electric, telephone, etc.
  10. On-site surface water drainage, grading, building ground elevations, and storm drainage systems.
  11. Parking plans showing number of parking spaces and location.
- b) Dimensioned and to-scale sign plan showing design, materials, height, size, location, number of, etc. (see sign submittal reqs).
- c) Dimensioned and to-scale awning or canopy design (see awning submittal requirements).
- d) Dimensioned and to-scale building plans showing design attributes such as:
  1. Architectural treatment of all building exteriors (provide materials samples).
  2. Roof-top equipment (submit dimensioned brochures, drawings or photos).
  3. Exterior building elevations showing materials, textures and colors (provide materials samples and color chips).
  4. Color rendering of exterior elevations of building (provide color chips).
  5. Floor plans.
  6. Entrances, exits, loading docks, storage areas and building service areas.
- e) A schedule of project information such as:
  1. Lot area.
  2. Number, density, size and distribution of dwelling units (if applicable).
  3. Total square feet in building(s) by floor.
  4. Zoning of the project site.

### OTHER REQUIRED INFORMATION (If applicable).

Number of employees; Hours of operation; Truck traffic and size of truck; Description of business, including machinery used, processes involved, products produced, noise and emissions created; Future expansion.