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**Hapeville**  
*georgia*

# **DESIGN REVIEW COMMITTEE APPLICATION**

**The Design Review Committee meets the third Wednesday of each month. Application deadlines for the next meeting dates are 30 days prior to the next scheduled meeting.**

## **Community Service Department**

3474 North Fulton Avenue  
Hapeville, Georgia 30354  
Phone - 404.669.2120 Fax – 404.669.2119



**DEPARTMENT OF PLANNING AND ZONING**

**DESIGN REVIEW APPLICATION INSTRUCTIONS AND ACKNOWLEDGEMENT**

I, the undersigned, agree that with my signature and submission to the City of Hapeville, I have done the following:

- \_\_\_ Read the City of Hapeville’s Architectural Design Guidelines and relevant Code sections for my proposed project. The Architectural Design Guidelines may be found here: [https://library.municode.com/ga/hapeville/codes/code\\_of\\_ordinances?nodemd=PTIICOOR\\_CH81ARDEST](https://library.municode.com/ga/hapeville/codes/code_of_ordinances?nodemd=PTIICOOR_CH81ARDEST)
- \_\_\_ Ensured that my proposed project meets all of the required criteria per the City of Hapeville Code of Ordinances.
- \_\_\_ Submitted my application materials in full by the published deadline for review by Staff prior to the Design Review Committee meeting.
- \_\_\_ Identified and explained all deficiencies or components of the proposed project that do not meet with the requirements set forth in the Code. This explanation should be submitted as a separate document in the application.
- \_\_\_ Understood that any deficiencies in the application must be resolved at least 10 days prior to the Design Review Committee meeting or the application may not be presented to the DRC for review.
- \_\_\_ Submitted dimensioned architectural drawings and details for all projects unless allowed in writing by the Community Services or Planning & Zoning Department.
- \_\_\_ Agreed to submit any required revisions by the Design Review Committee with updated drawings to the Community Services Department for review prior to requesting any permits.

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Printed Name	Signature	Date
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Should you have any questions, please do not hesitate to contact the Community Services Department at 404-669-2120.

Thank you for interest and investment in the City of Hapeville.

# CITY OF HAPEVILLE

## DESIGN REVIEW APPLICATION

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**SUBMITTAL DATE:** \_\_\_\_\_

**NOTE:** All applications must be typed or neatly printed. Applications or an authorized representative is required to personally appear at the Design Review Meeting to answer questions.

The Design Review Committee meets the third Wednesday of each month. Every attempt will be made to place your application for review on the next month's agenda following the submittal of a completed application with supporting documents; however, that may not always be possible. The City reserves the right to schedule applications as deemed necessary.

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**Applicant:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Applicants Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Address of Proposed Work:** \_\_\_\_\_

**Parcel ID# (INFORMATION MUST BE PROVIDED):** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Project Description (including occupancy type):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractors Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

I hereby make application to the City of Hapeville, to the Design Review Committee for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves that right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered to. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for violation thereof.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**Project Class (check one):**

\_\_\_\_\_ Residential          \_\_\_\_\_ Commercial          \_\_\_\_\_ Mixed-Use Development

**Project Type:**

\_\_\_\_\_ New Commercial Construction          \_\_\_\_\_ Addition to Existing Commercial Building

\_\_\_\_\_ Addition to Existing Residential Structure          \_\_\_\_\_ Accessory Structure

\_\_\_\_\_ Site Plan, Grading & Landscaping          \_\_\_\_\_ New Single-Family Residential Construction

\_\_\_\_\_ Other

Total Square Footage of proposed New Construction: \_\_\_\_\_

Total Square Footage of existing building: \_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_

List/Describe Building Materials on the exterior of the **existing** structure: \_\_\_\_\_

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List/Describe Building Materials **proposed** for the exterior facade of the new structure: \_\_\_\_\_

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Will any trees be removed to accommodate the project? \_\_\_\_\_

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# The Design Review Committee

The Design Review Committee has been established to review all construction projects requiring a building permit for conformance with the new architectural design guidelines found online at [www.hapeville.org](http://www.hapeville.org) . Each applicant for a building permit must receive a favorable recommendation from the Design Review Committee before a building permit may be issued. The Design Review Committee Review is coordinated from the office of the Development Director.

To assist the applicant, the following information will serve as a guideline for obtaining approval for construction.

## Process and Procedures

- 1) Obtain a Design Review Application on the City's website [www.hapeville.org](http://www.hapeville.org) or from the Community Services Department, located at 3474 North Fulton Avenue, Hapeville, Georgia 30354. 404-669-2120
- 2) Attached herewith are some of the submittal documents that the applicant may be required to submit. The submittal documents may vary depending on the specifics of the project. There is a \$100 application fee (for applications that do not require Planning Commission approval) that must accompany the application at the time of submittal.
- 3) The secretary will review applications for all requirements, materials and submittals. After all submittals and final review of the application, the secretary will submit application to the City Planner and the Design Review Committee.
- 4) The Community Service Department will notify the applicant of the meeting date the application will be heard. Each applicant is required to personally appear at the Design Review Committee to answer questions. Applicant is encouraged to bring to the Design Review Committee any design professionals associated with the project.

## Exemptions from the Design Review Process

All applicants for a Building Permit are required to receive a favorable recommendation from the Design Review Committee before a Building Permit will be issued.

A request for a permit for the following is considered exempt from the Design Review procedures and may apply for a permit from the Community Services Department, located at 3474 North Fulton Avenue, Hapeville, Georgia 30354. Any question regarding the permitting process for these exemptions may be directed to 404-669-2120.

- 1) Tree Removal Permits for a single-family lot
- 2) Minor HVAC, electrical, plumbing and gas permits less than 30"
- 3) Demolition of a single structure
- 4) Minor Grading Permit requests
- 5) Interior Remodeling in Commercial and Residential structures (However any interior remodeling which will affect the appearance of the exterior portion of the structure must be approved by the Design Review Committee and are not exempt from the requirements outlined above)
- 6) Signs (This includes awning signs)
- 7) Roof Permits

## Submittal Requirements for the Design Review Committee

The Submittal Requirements are distinguished by six (6) major categories;

- 1) New Construction of Commercial Properties**
- 2) New Single-Family Residential Construction**
- 3) Addition to Existing Buildings (Commercial Construction)**
- 4) Addition to Existing Buildings (Residential Construction)**
- 5) Site Plan and Landscaping Plan**
- 6) Accessory Buildings**

Please review the attached list that pertains to your particular project.

## **New Construction of Commercial Properties**

(Including Planned Unit Developments)

- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Building Elevations
- \_\_\_\_\_ Color Renderings
- \_\_\_\_\_ Color Photos of the Entire Site
- \_\_\_\_\_ Exterior Building Materials
- \_\_\_\_\_ Legal Description of the property
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey and Protection Plan
- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_\_ Irrigation Plan
- \_\_\_\_\_ Floor Plan

Applicant may be asked to provide additional information, which may include but is not limited to the following:

- \_\_\_\_\_ Hydrology Report
- \_\_\_\_\_ Demolition Plan
- \_\_\_\_\_ Environmental Analysis (Phase I)
- \_\_\_\_\_ Environmental Analysis (Phase II)
- \_\_\_\_\_ Traffic Analysis
- \_\_\_\_\_ Certificate of Elevation

## **New Single-Family Residential Construction**

- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Building Elevations
- \_\_\_\_\_ Color Renderings
- \_\_\_\_\_ Color Photos of Entire Site
- \_\_\_\_\_ Exterior Building Materials
- \_\_\_\_\_ Legal Description of the property
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey and Protection Plan
- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_\_ Irrigation Plan
- \_\_\_\_\_ Floor Plan

Applicant may be asked to provide additional information, which may include but is not limited to the following:

- \_\_\_\_\_ Hydrology Report
- \_\_\_\_\_ Demolition Plan
- \_\_\_\_\_ Environmental Analysis (Phase I)
- \_\_\_\_\_ Environmental Analysis (Phase II)
- \_\_\_\_\_ Traffic Analysis
- \_\_\_\_\_ Certificate of Elevation

**Additions to Existing Buildings (Commercial Construction)**

- \_\_\_\_\_ Color Photographs of the Entire Structure
- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Existing Building Materials
- \_\_\_\_\_ Proposed Building Materials
- \_\_\_\_\_ Building Elevations
- \_\_\_\_\_ Color Renderings
- \_\_\_\_\_ Legal Description of the property
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Tree Survey and Protection Plan
- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_\_ Irrigation Plan
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Existing Floor Plan

Applicant may be asked to provide additional information, which may include but is not limited to the following:

- \_\_\_\_\_ Hydrology Report
- \_\_\_\_\_ Demolition Plan
- \_\_\_\_\_ Environmental Analysis (Phase I)
- \_\_\_\_\_ Environmental Analysis (Phase II)
- \_\_\_\_\_ Traffic Analysis
- \_\_\_\_\_ Certificate of Elevation



**Addition to Existing Buildings (Residential Construction)**

- \_\_\_\_\_ Color Photographs of the Entire Structure
- \_\_\_\_\_ Authorization from the Property Owner
- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Samples of proposed Building Materials
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Building Elevations of the existing structure
- \_\_\_\_\_ Building Elevations of proposed structure
- \_\_\_\_\_ Color Renderings
- \_\_\_\_\_ Legal Description of the property
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Landscape Recovery Plan
- \_\_\_\_\_ Tree Survey and Protection or Replacement Plan
- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_\_ Irrigation Plan
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Existing Floor Plan

Applicant may be asked to provide additional information, which may include but is not limited to the following:

- \_\_\_\_\_ Hydrology Report
- \_\_\_\_\_ Demolition Plan
- \_\_\_\_\_ Environmental Analysis (Phase I)
- \_\_\_\_\_ Environmental Analysis (Phase II)
- \_\_\_\_\_ Traffic Analysis
- \_\_\_\_\_ Certificate of Elevation

## Grading and Landscaping Plan

For the purposes of this section, this shall include grading more than 30" and landscaping improvement property. Grading more than 30" will require engineering stamp drawings.

- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Photos of Entire Site
- \_\_\_\_\_ Engineer Drawings – 30" or more for the site
- \_\_\_\_\_ Landscape Plans
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Tree Survey and Protection Plan
- \_\_\_\_\_ Erosion and Sedimentation Control Plan
- \_\_\_\_\_ Irrigation Plan
- \_\_\_\_\_ Authorization of Property Owner
- \_\_\_\_\_ Legal Description of Property

## Accessory Building

- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Square footage of Building
- \_\_\_\_\_ Site Setbacks
- \_\_\_\_\_ Photos of Entire Site
- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Tree Survey and Protection Plan
- \_\_\_\_\_ Sample of Exterior Building Materials
- \_\_\_\_\_ Authorization of Property Owner
- \_\_\_\_\_ Boundary Survey
- \_\_\_\_\_ Landscape Recovery Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Legal Description of Property
- \_\_\_\_\_ Floor Plan

## **Approval by the Design Review Committee**

An applicant that has received approval from the Design Review Committee may proceed to the Community Service Department to begin the building permit process unless your project requires approval by the Board of Appeals.

Commercial new construction, single-family residential construction and additions of structures that meet or exceed 50% of the existing structure, combining two or more parcels that are adjacent or subdividing 2 or more parcels, increase commercial parking area by 50% or more and more than 30" in elevation adjustments as approved by the City Engineer for commercial parking must require Planning Commission approval.

The Planning Commission approval is a separate and distinct process. Information on the Planning Commission may be obtained on the City's website at [www.hapeville.org](http://www.hapeville.org) .

# NOTICE

Please be advised that the Community Service Department is here to assist all applicants regarding application procedures, meeting schedules and necessary deadlines. The Community Service Department does **NOT** make any final decisions for the Design Review Committee, Sign Committee, Planning Commission, Board of Appeals or rezoning request to Mayor and Council.

A complete application and dimensioned architectural drawings must be submitted before the Community Service Department will accept an application and forward the same to the appropriate entity.

Building inspections issued by the City of Hapeville are contracted out to State of Georgia Certified Inspectors. These inspectors make the final decisions regarding building, electrical, plumbing and HVAC work completed in the City of Hapeville. The Hapeville Fire Marshal conducts inspections issued through the Community Services Department as needed. Both the Certified Inspectors and Fire Marshal make the final decisions before Certificates of Occupancy's are issued.

Please be advised that the Community Service Department shall not be responsible for your purchasing materials, equipment, items, signs, etc... before you receive final approval by any entity whose approval is required.

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I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

(Please Print & Initial)

I \_\_\_\_\_ swear or affirm that before receipt of an application, I have received this notice and I read and write the English language or I have had someone read and explain this document to me.