



DDRB USE ONLY	
DDRB #	
Date Filed	
Date Found Sufficient	
Pre-Application Date	

All developers are required to meet with the Staff of the Downtown Development Review Board (DDRB) and Staff of such other City agencies or departments as deemed necessary by DDRB to discuss conceptual designs and other elements of a proposed project for review and feedback prior to the completion of a DDRB application. This application, including the Conceptual Review Presentation, must be completed and submitted to DDRB Staff **twenty (20) calendar days** prior to the upcoming DDRB meeting; however, Staff will work with applicant to expedite meeting dates if necessary. The DDRB generally meets on the second Thursday of each month. If you have any questions regarding the application process, please contact Susan Kelly of the Downtown Investment Authority (DIA) at (904) 255-5307, or visit <https://dia.coj.net>.

TO BE COMPLETED BY APPLICANT

Type of Request(s):

- Conceptual Approval
- Final Approval
- Modification of Final Approval
- Downtown Sign Overlay Zone
- Deviation

I. Project Location and Description

- a. Project Name: _____
- b. Project Address: _____
- c. Parcel Number: _____
- d. Council District: _____
- e. Council Member: _____
- f. DT Overlay District: _____
- g. Project Description: _____

II. Project Contact Information

- a. Name: _____
- b. Phone & Fax #: _____
- c. Mailing Address: _____
- d. Email: _____

III. Agent Contact Information

- a. Name: _____
- b. Phone & Fax #: _____
- c. Mailing Address: _____
- d. Email: _____

IV. Design Team Name and Contact Information

- a. Architect: _____
Telephone #: _____ Email Address: _____
- b. Landscape Architect: _____
Telephone #: _____ Email Address: _____
- c. Engineer: _____
Telephone #: _____ Email Address: _____
- d. Contractor: _____
Telephone #: _____ Email Address: _____

V. Project Phase Information

- a. Project Phase (I, II, III, etc.): _____
- b. Start Date for Phase(s): _____
- c. Completion Date of Phase(s): _____

(Phasing indicated with estimated time schedule)

VI. Brief Description of Project

Indicate whether the project is new, or indicate existing space to be converted, additions to existing space, deviation sought, sign proposal, etc.

VII. Existing Structures

Does the Project site include an existing structure? Yes No

Provide year(s) built: _____

VIII. Signatures

AGENT/DEVELOPER: _____

DATE _____

OWNER: _____

DATE _____

TO WHOM IT MAY CONCERN:

The owner hereby authorizes _____ to act as my agent to obtain DDRB approval for development of lands and/or related work, which I currently own as described in this application (both signatures above are required).

REQUIRED EXHIBITS FOR CONCEPTUAL APPROVAL (Sec. 656.361)

A. The applicant shall provide two (2) 11" x 17" color copies of conceptual review documents in presentation format, including one copy of the presentation in PowerPoint format on a USB. Conceptual review documents shall contain:

- An application for the project (obtained online from the DIA website at: <https://dia.coj.net/Doing-Business-With-Us/Doing-Business-with-DDRB>)
- A Survey or Legal Sketch
- A vicinity plan and digital photographs showing the project in relation to the surrounding blocks and streets (include all properties within 300 feet of project property boundarylines);
- A site plan, including vehicular access, parking, landscaping, existing streetscape, Pedestrian Zone and building footprint (minimum scale: 1' = 50'0");
- Building massing, showing all sides, and showing the building concept in context with the surrounding buildings, street widths, and streetscape;
- A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff. **Presentations must maintain scale.**

B. For presentation to the DDRB, fifteen (15) - 11" x 17" color copies of the presentation, and if appropriate, a model and presentation boards are required.

- One (1) USB containing the PowerPoint presentation with slides of all required information.
- Oral presentation should address how the project meets the Development Guidelines.
- Oral presentations should address deviations from Design Review Standards and Special Sign Exceptions, if applicable.

REQUIRED EXHIBITS FOR FINAL APPROVAL (Sec. 656.361)

A. Final Review Documents shall contain the same information as required for Conceptual approval in addition to the items below and should include any revised or additional information requested by the DDRB at the Conceptual Review meeting. The applicant shall provide fifteen (15) 11" x 17" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a USB.

- A floor plan;
- Building elevations (all sides) (minimum scale: 1/16" = 1'0", except if such scale is not practical due to magnitude of the project, a scale agreed to by the DDRB staff may be acceptable);
- Site and building section, including sidewalk (minimum scale: 1/16" = 1'0", except if such scale is not practical due to magnitude of the project, a scale agreed to by the DDRB staff may be acceptable);
- A table outlining the square footage amount and percent of each type of use for each building or structure, including the number of parking spaces to be provided for each use; and
- A perspective drawing of the building;
- A landscape plan;
- A signage plan;
- A streetscape plan including a breakdown of the Pedestrian Zone detailing the Pedestrian Clear Area, the Frontage Area and the Amenity Area;
- A lighting plan;
- Samples of exterior finishes (the samples shall be mounted on a presentation board or other format acceptable to DDRB staff and presented to DDRB); and
- A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff (which may also include a traffic impact analysis).
- Deviations of Design Review Standards and evidence that a Notice of Public Hearing (**Exhibit B**) has been complied with, if applicable.
- Special Sign Exceptions and evidence that a Notice of Public Hearing (**Exhibit B**) has been complied with, if applicable.

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REQUIRED EXHIBITS FOR MODIFICATION OF FINAL APPROVAL

After Final Approval by the DDRB, any changes to the approved Plan shall be provided to the DDRB or its staff for review and further consideration. No modifications to DDRB approved projects and associated approved building plans shall be submitted to the Building Official for modification until such revised plans have been reviewed and approved by the DDRB.

A. Modifications to a Final Approval shall include the proposal as originally approved and the proposed change or revision. The applicant shall provide fifteen (15) 11" x 17" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a USB.

Plans, or features, as currently approved;

Plans, or features, proposed for modification.

A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff (which may also include a traffic impact analysis).

Deviations of Design Review Standards and evidence that a Notice of Public Hearing (**Exhibit B**) has been complied with, if applicable.

Special Sign Exceptions and evidence that a Notice of Public Hearing (**Exhibit B**) has been complied with, if applicable.

REQUIRED EXHIBITS FOR DOWNTOWN SIGN OVERLAY ZONE

A. Applications requiring a Special Sign Exception shall include the items below. The applicant shall provide fifteen (15) 11" x 17" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a USB.

An application for the project (obtained online from the DIA website at: <https://dia.coj.net/Doing-Business-With-Us/Doing-Business-with-DDRB>)

Drawings and calculations for the Special Sign Exception

A vicinity plan and digital photographs showing the project in relation to the surrounding blocks and streets (include all properties within 300 feet of project property boundarylines);

Evidence that a Notice of Public Hearing (**Exhibit B**) has been posted

A signage plan;

A lighting plan, if applicable;

Building elevations (all sides) (minimum scale: 1/16" = 1'0", except if such scale is not practical due to magnitude of the project, a scale agreed to by the DDRB staff may be acceptable);

A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff (which may also include a traffic impact analysis).

REQUIRED EXHIBITS FOR DEVIATIONS FROM THE OVERLAY ZONE

- A. Applications that are requesting a Deviation(s), not in conjunction with a conceptual or final approval, shall include the items below. The applicant shall provide fifteen (15) 11" x 17" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a USB.
- An application for the project (obtained online from the DIA website at: <https://dia.coj.net/Doing-Business-With-Us/Doing-Business-with-DDRB>)
 - A vicinity plan and digital photographs showing the project in relation to the surrounding blocks and streets (include all properties within 300 feet of project property boundarylines);
 - Drawings, calculations, etc. for the deviations of Design Review Standards
 - Evidence that a Notice of Public Hearing (**Exhibit B**) has been posted
 - A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff (which may also include a traffic impact analysis).

APPLICATION FEES

Application Fees are as follows and due at the time of application submittal to DDRB staff.

- Application for a single-phase development Design Review by the Downtown Development Review Board - \$750.00
- Application for a multi-phase development Design Review by the Downtown Development Review Board - \$1,500.00
- Application for Downtown Sign Overlay Zone (Section 656.1331) - \$100.00
- Application for an amendment to a Final Approval of the Downtown Development Review Board - \$50.00

All checks and money orders should be made payable to the City of Jacksonville.

EXHIBIT B

NOTICE OF PUBLIC HEARING

Notice to be completed by Staff and provided to Client for submission to the Jacksonville Daily Record

Notice is hereby given that on Thursday _____ at 2 p.m. the Downtown Development Review Board (DDRB) will hold a public hearing to be held in the Multipurpose Room (Conference Center) of the Jacksonville Public Library – Main Library/Downtown at 303 North Laura Street.*

The DDRB will consider:

DDRB Application: _____
Name of Project: _____

The proposed project is located at _____ (address and/or location of project).
The requested deviations from the design review standards include the following:

List Deviations and include Zoning Code Reference; i.e. Section 656.361

1.	
2	
3	
4	
5	

List Special Sign Exceptions, i.e. Section 656.1331

1.	
2	

A copy of the application and legal description is available for public inspection. Additional information may be obtained by contacting Susan Kelly, DDRB staff at (904) 255-5307. All interested parties are notified to be present and will be heard at the public meeting.

Chairperson
Downtown Development Review Board

Dated _____

This notice is to be placed with the Financial News and Daily Record by contacting (904) 356-2466.

*Meeting date/time/location subject to change.