

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

This application, including the Conceptual Review Presentation, must be completed and submitted to the Downtown Development Review Board (DDRB) Staff **twenty (20) business 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 first Thursday of each month. If you have any questions regarding the application process, please contact Jim Klement of the Downtown Investment Authority (DIA) at (904) 630-2689, or visit www.downtowninvestment.org.

TO BE COMPLETED BY APPLICANT

Requesting Conceptual or Final Approval by the DDRB

- ☐ **Requesting Conceptual Approval**
☐ **Requesting Final Approval**

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 _____

DDRB USE ONLY

DDRB #	
Date Filed	
Pre Application Date	

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

III. Design Team Name and Contact

- a. Architect _____
Telephone # & email address () _____
- b. Landscape Architect _____
Telephone # & email address () _____
- c. Engineer _____
Telephone # & email address () _____
- d. Contractor _____
Telephone # & email address () _____

IV. Project Phase Information

- a. Project Phase (I, II, III, etc.) _____
- b. Start Date for Phase(s) _____
- c. Completion Date for Phase(s) _____
- (Phasing indicated with estimated time schedule)

V. Brief Description of Project (New, or indicate existing space to be converted, additions to existing space, etc.)

VI. 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, which I currently own as described in this application (both signatures above required).

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

VII.	Development Table	Land Area (foot print)	Floor Level (overall height)	Units/ Sq Ft/ Net	Required Parking	Parking Provided		Employees	Est. Total Cost
						Surface	Garage		
a.	Passive Pedestrian Space (Open)								
b.	Space/Retention								
c.	Active recreation (pools, tennis, plaza fountains, etc.)								
d.	Residential								
e.	Office								
f.	Commercial/Retail								
g.	Hotel								
h.	Industrial								
i.	Public Facilities (hospital, fire departments, school, government agency, etc.)								
j.	Marina (Length and # of Slips)								
k.	Riverwalk (Frontage)								
l.	Streetscape (Frontage)								
m.	Roads & Circulation Drives								

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

REQUIRED EXHIBITS FOR CONCEPTUAL APPROVAL
(Sec 656.361)

- A. Conceptual review documents shall contain the following items and the applicant shall provide twenty (20) 8.5" x 11" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a Compact Disc (CD).
- ☐ DDRB Completed Application (Exhibit A)
 - ☐ Vicinity Plan showing the project in relation to the Downtown Overlay Zoning Districts, and digital photos of site and adjacent properties 300 feet from all project property lines, including aerial (digital JPEG photos that can be e-mailed).
 - ☐ Site Plan including grade notations, vehicular access, parking, landscaping, building footprint with dimensions, setback, traffic engineering, solid waste, existing streetscape with landscape and storm-water drainage (minimum scale 1" = 50').
 - ☐ Building elevations, all sides, existing and proposed (scale drawing required unless alternate agreed to by DDRB staff.
 - ☐ Site and building section, including sidewalk and roadway.
 - ☐ Land use and zoning of project site and adjacent properties...
- B. For presentation to the DDRB, Twenty (20) - 11" x 17" color copies of the presentation, and if appropriate, a model and presentation boards are required.
- ☐ One (1) CD containing the PowerPoint presentation with slides of all required information. (Please note: PowerPoint presentations are posted on OED's Web site, therefore, staff requires a PowerPoint presentation with the following characteristics: Image and Background Images - Images should be at screen resolution or 72dpi with a file size of 500KB or less, if possible. PowerPoint File size: Max – 25MB for web only. Additional higher resolution PowerPoint presentations can be submitted for DDRB presentations, if need be.)
 - ☐ Oral presentation should address how the project meets the Development Guidelines
 - ☐ Oral presentation should address deviations from Design Review Standards and Special Sign Exceptions, if applicable.

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

****DDRDB staff will notify you if it is determined that your project requires 3D****

☐ Technical Requirements for 3D

- The following software is used to create the 3D model for Google Earth
Design Software provided by Google: SketchUp
To download: <http://sketchup.google.com>
- The application used to view locations:
Google Earth: <http://earth.google.com>

If the user is required to have the project file created in a particular location on Google Earth, the Google Earth application will need to be downloaded and installed on the user's workstation.

The user will then identify the location of the project site and create the model in that particular location.

After creating this file, the model will have specific coordinates.

This model can be dropped to location when imported through the Google Earth program.

Please note that temporary construction trailer landscape and site plans, as well as sales center landscape and site plans, require approval by the DDRB.

REQUIRED EXHIBITS FOR FINAL REVIEW
(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 twenty (20) 8.5" x 11" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a Compact Disc (CD).

☐ Floor Plans

☐ Perspective drawing of the building showing relation to adjacent buildings or structures

☐ Landscape Plan including materials list, tree mitigation calculations, and irrigation

DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

- ☐ Signage Plan or "place holders" to include location and dimensions
 - ☐ Streetscape Plan indicating compliance or deviation request with design street type and materials
 - ☐ Exterior Lighting Plan to include description, and location
 - ☐ Samples of exterior finishes, trim, color, and textures
- B. For presentation to the DDRB, Twenty (20) - 11" x 17" color copies of the presentation, and if appropriate, a model and presentation boards are required. Please coordinate with staff prior to presentation.
- ☐ One (1) CD containing the PowerPoint presentation with slides of all required information. (Please note: PowerPoint presentations are posted on OED's Web site, therefore, staff requires a PowerPoint presentation with the following characteristics: Image and Background Images - Images should be at screen resolution or 72dpi with a file size of 500KB or less, if possible. PowerPoint File size: Max – 25MB for web only. Additional higher resolution PowerPoint presentations can be submitted for DDRB presentations, if need be.)
 - ☐ Oral presentation should address how the project meets the Development Guidelines
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- **DDRB staff will notify you if it is determined that your project requires 3D**
- ☐ Technical Requirements for 3D
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DOWNTOWN DEVELOPMENT REVIEW BOARD
APPLICATION

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- ☐ 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 at Notice of Public Hearing **(Exhibit B)** has been complied with, if applicable.

Please note that temporary construction trailer landscape and site plans, as well as sales center landscape and site plans, require approval by the DDRB.

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.

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Application Fees are as follows and due at the time of application submittal to DDRB staff made payable to City of Jacksonville Florida

- ☐ Application for a non multiphase Design Review by the Downtown Development Review Board - \$750.00
- ☐ Application for a multiphase Design Review by the Downtown Development Review Board - \$1,500.00
- ☐ 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 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 City Hall at St. James at 117 West Duval Street on the 1st Floor in the Lynwood Roberts Room*.

The DDRB will consider:

DDRB Application: _____
Name of Project: _____ deviations.

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 Jim Klement, DDRB staff at (904) 630-2689. All interested parties are notified to be present and will be heard at the public meeting.

Chairman
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.