

VILLAGE OF LITTLE CHUTE
APPLICATION TO THE DESIGN REVIEW BOARD

SITE ADDRESS _____

PROPERTY OWNER(S) _____

ADDRESS _____ TELEPHONE _____

CITY/ZIP _____ FAX _____

APPLICANT _____

PLEASE CHECK: Owner Architect Engineer Agent Other

ADDRESS _____ TELEPHONE _____

CITY/ZIP _____ FAX _____

DESCRIBE IN **DETAIL** THE TYPE OF ALTERATIONS, ADDITIONS, OR NEW CONSTRUCTION BEING PROPOSED:

I CERTIFY THE ATTACHED DRAWINGS ARE TO THE BEST OF MY KNOWLEDGE,
COMPLETE AND TO SCALE.

APPLICANT SIGNATURE _____ **DATE** ____/____/____

DESIGN REVIEW PROCEDURES

Design Review is an administrative process that is held after the completed plans are received, the purpose of which is to ensure inclusion of typical Old World European architectural elements in the design of all new or altered Commercial structures in the CB District.

Early in the process, consult the Community Development Director for initial reaction and assistance.

Ten (10) folded sets of plans and one application per plan must be submitted to the Community Development Director. The Plan Set will include Architectural Elevations, Lists and Specifications of Materials, Site, and Signage Plans. Please include for presentation to the DRB color renderings of views from all four sides.

The Community Development Director, will review the Design Plan and submit to the Village Clerk plans an application for review by the Design Review Board. The Applicant will be notified as soon as possible of additional information/requirements to make the Plan complete and in compliance with Village codes for approval of the plan. When a revised Plan is resubmitted, at least seven signed and dated copies of the Plan are needed. The Design Review Board will approve, approve with conditions, refer back for changes, or deny the design of the project plan. Once the Plan is approved, a signed copy and approved application are given to the Applicant, the Owner, and also placed on file in the Community Development Department. The approval of a Plan shall remain valid for one (1) year. Please note, Plan approval does not constitute approval of a Building Permit.

Areas for Design Review Manual Usage

The Design Review Board will review all proposed plans for building permits involving commercial structures in the Central Business District (CB Zoning District). In addition this manual will apply to those commercial projects outside the Central Business District that have applied for Building Improvement Fund (BIF) funding. All other projects in the Village will receive this manual as an information and guidance tool and will be requested to use ideas from this manual in their construction. Any alteration, modification or repairs to commercial structures in the Downtown are to be reviewed by the Design Review Board. Such alterations include, but are not limited to, repainting, facade modifications, signs, additions, and any new construction. This manual is meant to be used in conjunction with regulations of the Little Chute Zoning Ordinance. Please also refer to the CB District regulations as these zoning regulations shall apply in conjunction with plan review.

Appeals and or variances

Plan Commission duties shall be to hear and decide appeals of decisions of the Design Review Board. Variances from the regulations within this Manual or appeals of the determination of the Plan Commission shall be made to the Village of Little Chute Board of Appeals. All appeals or requests for variance shall be made under the procedures as regulated by Chapter 44 of the Village Code of Ordinances.

Typical Old World European Commercial Building Elements

The elements listed below are representative of typical Old World European architectural elements. The following are desired elements under this design manual. Other architectural elements may be allowed upon approval of the DRB. Red brick and gables are two of the most common elements.

Red colored brick	Other brick colors as approved
Stone	Stucco
Gables	Tile roof
Architectural Plane Changes	Different bonds of masonry - English, Flemish, and Running bonds
Mixture of brick and concrete accents	Geometric decorations
Keystones	Paned windows with sashes and mullions
Bay windows	Arched windows
Fascia	Cupola
Dormers	Faux shutters
Faux doors with strap hinges	Hip roof treatments
Dutch arch	Lanterns/Faux Lanterns
Window (flower) boxes	Building ties
Pressed tin is a Little Chute element	Standing Seam Metal Roofing