

**CITY OF MOUNTAIN BROOK, ALABAMA
VILLAGE DESIGN REVIEW COMMITTEE**

Date of Application _____

DESIGN REVIEW APPLICATION [Form Revised 5/6/99]

Owner/Agent: _____ Phone _____

Address of Proposed Building Permit: _____

Attachments required (to be initialed by the Building Inspections Superintendent upon submittal):

Scaled plan(s) in sufficient detail to show:

- shape, location and dimensions of the parcel upon which construction is to occur _____
- shape, size, height and location of building(s) or other structure(s) already on the parcel _____
- present and proposed size and shape of building(s) or other structure(s) to be altered _____
- proposed shape, size, height and location of building(s) or other structure(s) to be constructed _____
- proposed building elevations _____
- proposed types and colors of construction materials _____
- proposed plans for outdoor lighting _____
- proposed plans for signage _____
- proposed vehicles, equipment, and materials to be stored on the property _____
- proposed landscape and planting plan _____
- proposed plans for screening of any part of property by fences, walls, vegetation, or other means _____

Supporting information:

- Building Permit application (copy) _____
- Sign Permit application (copy) _____
- information regarding existing and intended use of all buildings or other structures _____
- information regarding visibility from neighboring properties, buildings, and public streets _____
- additional information required by the Zoning Officer, including:
 - photographs of premises subject to building permit _____
 - photographs of adjacent premises showing character of area _____
 - _____
 - _____

Note: Application and all required information, materials, and attachments must be received at least five business days prior to the scheduled meeting of the Mountain Brook Villages Design Review Committee to be placed on the agenda.

Accepted as a complete application with all required attachments, and scheduled for design review at the meeting on _____ by: _____ Date: _____
Building Inspections Superintendent

Advisory design review completed and findings and recommendations reported in writing to applicant, Planning Commission, and Zoning Officer: _____ Date: _____
Chairman, MBVDRC

Design review is mandatory for all proposed construction and renovation in the Villages of Mountain Brook. See reverse for an excerpt of pertinent sections of the Mountain Brook Zoning Ordinance. Copies of the Design Guidelines for the Villages are available from the City Clerk.

Applicants, property owners, and their architects are strongly encouraged to appear before the Committee on behalf of projects.