



DESIGN REVIEW/ SIGN APPLICATION

City of Mountain Brook
Building, Planning, & Sustainability
56 Church St, Mountain Brook, AL 35213
(205) 802-3830 ♦ Fax (205) 879-6913

Review by the Mountain Brook Village Design Review Committee is mandatory. Application and all supplemental documentation must be received no later than fourteen (14) business days prior to scheduled meeting to be placed on agenda. Applicants, owners, and/or tenants are strongly encouraged to appear before the Committee on behalf of their application.

1. Job Site Location:

Business Name: _____

Address: _____

2. Property Owner:

Name: _____

Email: _____

Phone: _____

3. Applicant:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Signature: _____

4. Contractor Information:

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Bus. License No: _____

(for the City of Mountain Brook)

Print Name: _____

Email: _____

Office Use Only - Permits

Permit No: _____

Date Issued: _____

Permitted Amount: _____

Office Use Only - Design Review

Approved

Approved w/ Conditions

Denied

Clerk: _____

Date: _____

Category of Construction

Awning

Facade

Window

Ground

Directory

Roof

Projecting

Door

Directional

Sign Information

Job Description: _____

Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$ _____

Number of Proposed Sign(s): _____

Existing Sign Information

Please calculate the total square footage of all existing signs on site. Refer to our sign ordinance for categorical clarification.

Square feet of Signs: _____

Square feet of Incidental Signs: _____

Property Owner Signature

This installation is being made on commercial property owned by me or a member of my immediate family.

Signature: _____

Is this property subject to a master sign plan, which has been approved by the Design Review Committee?

Yes

No

Applications may be obtained online at www.mtnbrook.org/bc-vdrc.

REQUIRED DOCUMENTS

Pursuant to Municipal Code, the following requirements should be attached to each application. Applicants making exterior changes AND proposing new/altering existing signage will need to ensure items from both lists are included.

Design Review Application. In addition to the design review application, each applicant must furnish the following information to the zoning officer in a digital format (PDF) with respect to the improvements to be constructed or renovated on the property for which design review is sought.

- (1) Building elevations displaying existing, pre-construction conditions;
- (2) Building elevations displaying proposed alterations;
- (3) Samples of materials, such as, but not limited to, paint colors, awning material, and construction material;
- (4) Outdoor lighting, including specification sheets to illustrate style, lumens, and lighting color using the Kelvin temperature scale;
- (5) Site plan displaying service area(s) and required screening pursuant to Section 129-196;
- (6) Landscape and planting plan;
- (7) Location(s) of support equipment and screening required pursuant to Section 129-553 (b) (7) and Section 129-294.

Sign Application. In addition to the sign application and list of applicable information listed in Section 129-416 (b), each applicant must furnish the following information to the zoning officer in a digital format (PDF) with respect to the improvements to be constructed or renovated on the property for which design review is sought.

- (1) Scaled drawings of all proposed signs with dimensions clearly labeled, including the dimension(s) of individual letters, numbers, figures, or logos within a sign;
- (2) Scaled drawing of building façade(s), showing the actual size and location of the proposed sign proportion to and in relation to the existing building(s) or the building(s) being constructed;
- (3) Description or samples of sign materials and colors;
- (4) Photographs of adjacent buildings and/or sites clearly showing the character of the surrounding area and of nearby signs;
- (5) Information regarding method of construction and placement of proposed sign;
- (6) Other information the zoning officer may require to demonstrate full compliance with all applicable provisions of this Code;
- (7) If applicable, a copy of the approved master sign plan;
- (8) If applicable, explain how a sign shall be illuminated, including specification sheets to illustrate style, lumens, and lighting color using the Kelvin temperature scale;
- (9) If applicable, an electrical plan for the sign(s), if the sign is to be illuminated;
- (10) If applicable, note whether sign(s) will be opaque or transparent.