

CITY OF GREAT FALLS
 PLANNING & COMMUNITY DEVELOPMENT DEPT.
 P.O. BOX 5021, GREAT FALLS, MT, 59403-5021
 406.455.8430 • WWW.GREATFALLSMT.NET

DESIGN REVIEW BOARD APPLICATION

Applicant's Responsibility

Please submit a Design Review Board application to the Planning and Community Development Department. The application must be signed by the property owner and a designated representative, if applicable.

The submittal will be reviewed by Staff for completeness, and any deficiencies must be addressed two weeks prior to the target meeting date. The Design Review Board meets on the 2nd and 4th Monday of each month. Planning Staff will schedule a meeting with the Design Review Board only when all deficiencies in the submittal have been addressed. Notice shall be given of the date and time of the meeting.

The applicant or their representative must be present at the meeting, or be available via conference call.

Name of Project:

Owner Name:

Mailing Address:

Phone:

Email:

Representative Name:

Phone:

Email:

Design Review Board Application Checklist

Table 1: Packet Requirements		Staff	App.
Narrative of Project	Description of proposed project, including location and detail relating to architectural and site features proposed.	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Package	<ul style="list-style-type: none"> Conceptual Site Plan showing basic compliance with zoning district requirements, including percentage of required greenspace and total number of parking spaces. Building Elevations, including a color palette and material board (all sides of the building should be provided) Building Renderings (color renderings from at least two views referencing directions and locations of adjoining streets) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I (We), the undersigned, attest that the above information is true and correct to the best of my (our) knowledge.

Property Owner's Signature:

Date:

Representative's Signature:

Date: