



*For Official Use Only:*  
 Application#: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Found Complete: \_\_\_\_\_

All developers are required to meet with the staff of the Downtown Development Review Board (DDRB) and Staff of such other City agencies or departments as deemed necessary by DDRB to discuss conceptual designs and other elements of a proposed project for review and feedback prior to the completion of a DDRB application. This application, including the Conceptual Review Presentation, must be completed and submitted to DDRB Staff **twenty (20) calendar 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 second Thursday of each month. If you have any questions regarding the application process, please contact Lori Radcliffe-Meyers of the Downtown Investment Authority (DIA) at (904) 255-5307, or visit <https://dia.coj.net>.

### 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: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**III. Agent Contact Information**

- a. Name: \_\_\_\_\_
- b. Phone & Fax #: \_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**DDRB USE ONLY**

|                             |       |
|-----------------------------|-------|
| <b>DDRB #</b>               | _____ |
| <b>Date Filed</b>           | _____ |
| <b>Pre-Application Date</b> | _____ |

**IV. Design Team Name and Contact Information**

- a. Architect: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_
- b. Landscape Architect: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_
- c. Engineer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_
- d. Contractor: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**V. Project Phase Information**

- a. Project Phase (I, II, III, etc.): \_\_\_\_\_
- b. Start Date for Phase(s): \_\_\_\_\_
- c. Completion Date of Phase(s): \_\_\_\_\_

*(Phasing indicated with estimated time schedule)*

**VI. Brief Description of Project**

*Indicate whether the project is new, or indicate existing space to be converted, additions to existing space, etc.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. Existing Structures**

Does the Project site include an existing structure?                      Yes                      No

Provide year(s) built: \_\_\_\_\_

**VIII. 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 are required).

**REQUIRED EXHIBITS FOR CONCEPTUAL APPROVAL (Sec 656.361)**

A. The applicant shall provide two (2) 11" x 17" color copies of conceptual review documents in presentation format, including one copy of the presentation in PowerPoint format on a USB. Conceptual review documents shall contain:

An application for the project (obtained online from the DIA website at: <https://dia.coj.net/Doing-Business-With-Us/Doing-Business-with-DDRB>)

A Survey or Legal Sketch

A vicinity plan and digital photographs showing the project in relation to the surrounding blocks and streets (include all properties within 300 feet of project property boundary lines);

A site plan, including vehicular access, parking, landscaping, existing streetscape, Pedestrian Zone and building footprint (minimum scale: 1' = 50'0");

Building massing, showing all sides, and showing the building concept in context with the surrounding buildings, street widths, and streetscape;

A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff. **Presentations must maintain scale.**

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- B. For presentation to the DDRB, fifteen (15) - 11" x 17" color copies of the presentation, and if appropriate, a model and presentation boards are required.

One (1) USB containing the PowerPoint presentation with slides of all required information.

Oral presentation should address how the project meets the Development Guidelines.

Oral presentations should address deviations from Design Review Standards and Special Sign Exceptions, if applicable.

### **REQUIRED EXHIBITS FOR FINAL APPROVAL (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 fifteen (15) 11" x 17" color copies of the items in presentation format, including one copy of the presentation in PowerPoint format on a USB.

A floor plan;

Building elevations (all sides) (minimum scale: 1/16" = 1'0", except if such scale is not practical due to magnitude of the project, a scale agreed to by the DDRB staff may be acceptable);

Site and building section, including sidewalk (minimum scale: 1/16" = 1'0", except if such scale is not practical due to magnitude of the project, a scale agreed to by the DDRB staff may be acceptable);

A table outlining the square footage amount and percent of each type of use for each building or structure, including the number of parking spaces to be provided for each use; and

A perspective drawing of the building;

A landscape plan;

A signage plan;

A streetscape plan including a breakdown of the Pedestrian Zone detailing the Pedestrian Clear Area, the Frontage Area and the Amenity Area;

A lighting plan;

Samples of exterior finishes (the samples shall be mounted on a presentation board or other format acceptable to DDRB staff and presented to DDRB); and

A presentation on a USB compatible storage device in PowerPoint or similar format acceptable to DDRB staff that includes all items above, and other information necessary to fully describe the project, or as requested by DDRB staff (which may also include a traffic impact analysis).

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

**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.**

### **APPLICATION FEES**

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

Application for a single-phase development Design Review by the Downtown Development Review Board - \$750.00

Application for a multi-phase development Design Review by the Downtown Development Review Board - \$1,500.00

Application for Downtown Sign Overlay Zone (Section 656.1331) - \$100.00

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.**

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# EXHIBIT B

## NOTICE OF PUBLIC HEARING

*Notice to be completed by Staff and provided to Client for submission to the Jacksonville Daily Record*

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 1<sup>st</sup> 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 Lori Radcliffe-Meyers, DDRB staff at (904) 255-5307. 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.