



DESIGN CONTROL BOARD APPLICATION

STAFF USE ONLY

DCB Number: _____

Lease Parcel No.(s): _____

Project Address: _____

Name of Business or Establishment: _____

Applicant/Agent/Project Manager: _____

Mailing Address: _____

Email: _____ Phone: _____

Applicant Signature: _____

Main Lessee Name: _____ Phone: _____

Main Lessee Signature: _____

Project Brief: (Attach Project Summary)

Project Review Type: (Check all that apply)

<input type="checkbox"/> Redevelopment – Concept Design	<input type="checkbox"/> New Signage
<input type="checkbox"/> Redevelopment – Final Design	<input type="checkbox"/> Existing Sign Modification
<input type="checkbox"/> Renovation – Concept Design	<input type="checkbox"/> Promenade Improvements
<input type="checkbox"/> Renovation – Final Design	<input type="checkbox"/> Landscaping Plan
<input type="checkbox"/> Exterior/Façade Improvements	<input type="checkbox"/> Repainting
<input type="checkbox"/> Sign Program	<input type="checkbox"/> Other _____

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Fees:	Date Accepted:	Intake Planner:
Asset Management Review <input type="checkbox"/> Consistent with Lease <input type="checkbox"/> Executable Sub-Lease in Place <input type="checkbox"/> Conflicts with Lease	Previous DCB Meetings:	Related Permit Number(s):

Use the sections below to provide the specific design details for your project. Also include these details on your plans.

Signage: (Indicate all existing and proposed signage. Use additional sheets if needed)

Quantity	Existing / Proposed	Sign Type (building façade, free standing, directional/informational, etc.)	Panel Dimensions	Font (type, color, size)	Height Above Grade
Building or Tenant Façade Width and Height:					

Materials: (Use additional sheets if needed)

Landscaping/Plant Palette: (Use additional sheets if needed)

	<p>Trees:</p> <p># of Existing _____</p> <p># Proposed for Removal _____</p> <p># Replaced On-Site _____</p>
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Lighting: (Use additional sheets if needed)

Quantity	Type
Hours of Illumination:	

Project Cost Estimate: _____

Design Control Board Fee: _____