

**WEST MEMPHIS DESIGN REVIEW COMMISSION
COVER SHEET AND APPLICATION**

- I. **PREAPPLICATION CONFERENCE** – Before any plans are presented, the applicant, or designated representative should meet with the Planning and Development staff to discuss the proposed project. After the pre-application conference, an application will be furnished to the developer/applicant.

- II. **APPLICATION SUBMITTAL PROCESS** – The completed application, along with (1) full size set of plans and (1) email (PDF) of, preliminary, detailed site plan showing: lot dimensions; curb cuts (ingress/egress); hard surfaced parking with the number of stripped parking spaces (to include handicap parking with striping and signage); sign location, with details; building location and setbacks, building elevations; and landscaping details. The plans must be returned to the DRC Coordinator, at least (10) days prior to the meeting date,

The application includes a check list of items to be included in the plans. Staff will review the plans for completeness and contact the applicant if additional information is needed. This information must be provided before the meeting date, or the case will be deferred until the next regular meeting.

- III. **MEETING DATE:** The Design Review Commission meets twice monthly, the second (2nd) and fourth (4th) Thursday of each month, except for months where holidays interrupt the regular schedule. All meetings are at 4:00 PM, at City Hall, 205 South Redding, West Memphis, Arkansas.

- IV. **DEVELOPMENT PLANS** – All plans should be detailed and effectively communicate the thought of the developer and designer, for each aspect of the proposal. Based on the information presented, The Design Review Commission will try to visualize the proposed development on its site.

- V. **SIGNS** – Submit detailed plans for all signage.

- VI. Please review application for completeness before returning it to the DRC Coordinator. This will insure your application is added to the earliest available Design Review Commission Meeting. Incomplete information will result in the application being rejected until such information is provided. If the applicant has questions, or needs assistance in completing the application, please contact the Office of Planning and Development, or the DRC Coordinator for assistance, at: (870) 732-7520,
[\[Email:jcarpenter@citywm.com\]](mailto:jcarpenter@citywm.com)

- VII. After Design Review Commission approval, applicant may submit final plans for permitting.

**WEST MEMPHIS DESIGN REVIEW
APPLICATION**

DATE SUBMITTED: _____

CASE NO: _____

MEETING DATE: _____

1. PROJECT NAME: _____

SITE ADDRESS: _____

2. APPLICANT'S NAME: _____

CONTACT PHONE NO: _____ **FAX NO:** _____

MAILING ADDRESS: _____

3. PROPERTY OWNER: _____
(If different than applicant)

CONTACT PHONE NO: _____ **FAX NO:** _____

MAILING ADDRESS: _____

4. LEGAL DESCRIPTION OF PROJECT SITE AND STREET ADDRESS:

5. TOTAL ACREAGE OF PROJECT SITE: _____

6. TOTAL SQUARE FOOTAGE OF STRUCTURE: _____

7. ESTIMATED COST OF CONSTRUCTION: _____

8. **APPLICANT TO PROVIDE SITE PLAN WITH THE FOLLOWING INFORMATION:**

- a. north/south arrow;
- b. property lines;
- c. dimensions of property;
- d. building set back lines;
- e. location set back of main structure and accessory structures;
- f. all street improvements and existing improvements;
- g. street rights-of-way;
- h. ingress/egress;
- i. hard surfacing, to include number of parking spaces and include number of handicap parking spaces with signage;
- j. building elevations;
- k. exterior lighting;
- l. perimeter fencing;
- m. dumpster location with site-proof screening;
- n. screening for exterior and roof top mechanical units;
- o. landscape plan;
- p. details and location of sign.

9. **PROPOSED PHASING (If applicable):** _____

**DRC APPLICATION
PAGE THREE**

10. **PROVIDE ELEVATIONS OF MAIN STRUCTURE AND ACCESSORY STRUCTURES.**

11. **DESCRIBE TYPE CONSTRUCTION; COLORS AND MATERIALS BEING USED:** _____

12. **INCLUDE COLOR CHARTS OR, COLOR DRAWING OF PROJECT.**

13. **PROPOSED SIGNAGE: Include color drawings; building elevations; square footage; and site location for freestanding signage. (IF A SIGN VARIANCE IS REQUIRED, FILL OUT ATTACHED VARIANCE REQUEST FORM.)**

Applicant's Signature

Date

SIGN VARIANCE
Request Form

DATE SUBMITTED: _____

CASE NO: _____

MEETING DATE: _____

PROJECT NAME: _____

APPLICANTS NAME: _____

CONTACT PHONE NO: _____ **FAX NO:** _____

MAILING ADDRESS: _____

ADDRESS OF PROPOSED PROJECT: _____

Request is hereby made to the Design Review Commission for a variance from the provisions of Sign Ordinance 1484, as amended, of the City of West Memphis, Arkansas. The Request for Variance is hereby made for the reason that:

Section: _____ **Paragraph:** _____ **of Ordinance 1484, as amended states:**

The applicant hereby states that strict enforcement of the literal provisions of the Sign Ordinance of the City of West Memphis, Arkansas, for the erection of a new sign would cause practical difficulties due to circumstances unique to the individual sign under consideration and that the granting of the requested variance will be in keeping with the spirit and intent of the Sign Ordinance.

The practical difficulties and the circumstances unique to the individual sign under consideration are, as follows:

(List each factor to be considered by the DRC.)

I hereby certify that the facts stated herein and in any attachments, or plans Submitted herewith are true and correct to the best of my knowledge; information; and belief.

Applicant's Signature

Date