



# CITY OF CANNON BEACH

## DESIGN REVIEW BOARD APPLICATION

Please fill out this form completely. Please type or print.

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property-Owner Name: \_\_\_\_\_

(if other than applicant)

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property Location: \_\_\_\_\_

(street address)

Map No.: \_\_\_\_\_ Tax Lot No.: \_\_\_\_\_

### Project Description:

Please see the back of this sheet for Design Review submittal requirements for site analysis diagram, site development plan, landscape plan and architectural plans which must be included with this application.

<b>Application Fees:</b>	<b>Minor Modification:</b>	<b>\$50</b>
	<b>Major Modification, partial review:</b>	<b>\$200</b>
	<b>Major Modification, full review:</b>	<b>\$600</b>

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

*For Staff Use Only:*

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

*(Last revised March 2021)*

**CITY OF CANNON BEACH  
DESIGN REVIEW SUBMITTAL REQUIREMENTS**

**INFORMATION REQUIRED:**

Include with your application for design review copies of the following:

- |     |                             |           |
|-----|-----------------------------|-----------|
| (1) | Site analysis diagram       | 10 copies |
| (2) | Site photographs            | 2 sets    |
| (3) | Site development plan       | 10 copies |
| (4) | Landscape plan              | 10 copies |
| (5) | Architectural drawings      | 10 copies |
| (6) | Architectural model         | 1 model   |
| (7) | Energy conservation methods | 1 copy    |
| (8) | Property survey             | 1 copy    |

\* Note: One week prior to the Design Review Board hearing/consideration, the proposed building corners shall be staked or otherwise marked on the site.

Chapter 17.44 of the Municipal Code sets forth procedures, application requirements and criteria which govern the Design Review Board's evaluation of applications.

Pre-application Conference: A pre-application conference between the applicant and the City Planner is required prior to submittal of a final application (see Section 17.44.040 of the Municipal Code).

Application Deadline: Applications must be submitted by the 10th of the month preceding the month in which the application will be heard and considered by the Design Review Board.

**FINAL APPLICATIONS WILL BE REVIEWED WITHIN A WEEK OF SUBMISSION AND MAY BE REJECTED AND RETURNED TO APPLICANT IF FOUND TO BE INCOMPLETE.**