



City of Bismarck  
 Community Development Department  
 Planning Division  
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Last Revised 01/01/19

# DOWNTOWN DESIGN REVIEW APPLICATION

**Application submitted for (check all that apply):**

- New Construction
- Addition to Building(s)
- Renovation/Alteration of Building(s)
- Public Art
- Streetscape Improvement
- Demolition
- Sign Appeal

**APPLICANT**

Name:	
Mailing Address:	

**CONTACT PERSON (IF DIFFERENT THAN APPLICANT)**

Name:	
Mailing Address:	

**PARCEL INFORMATION**

Street Address:		
Legal description: <small>(Lot, Block, Addition)</small>		
Current Property Owner: <small>(if different than applicant)</small>		
Zoning District:	<input type="checkbox"/> DC - Downtown Core	<input type="checkbox"/> DF – Downtown Fringe
Current Use of Property:		
Anticipated Use (if different):		

Is this property listed on or a contributing structure to the National Register of Historic Places?  Yes  No

**PROJECT DESCRIPTION**

Complete project description including all proposed rehabilitation or construction work, both exterior and interior, updates, modifications, additions, and/or removals. Include a full list of proposed exterior materials, colors and alterations. List any streetscape elements and landscaping proposed with the project.

**CONFIDENTIAL INFORMATION**

This application is an open record under NDCC 44-04 and will be available to the public for review. Telephone numbers and e-mail that are provided to the Community Development Department for the purpose of communicating with an applicant are exempt from this requirement and are considered to be confidential/non-public information.

This portion of the application must be completed, but it will be kept separate from the rest of the application and the contact information contained herein will not be available to the public for review.

<b>APPLICANT</b>			
Name:			
Daytime Phone Number:		E-mail:	

<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT):</b>			
Name:			
Daytime Phone Number:		E-mail:	

<b>CONTACT PERSON/AGENT (IF DIFFERENT THAN APPLICANT/PROPERTY OWNER):</b>			
Name:			
Daytime Phone Number:		E-mail:	

**APPLICATION DEADLINES:**

The Renaissance Zone Authority regularly meets on the Second Thursday of each month at 4:00 pm in the in the David J. Blackstead Meeting Room, City-County Office Building, 221 North 5th Street, Bismarck, North Dakota. For consideration during a monthly meeting:

- **Downtown Design Review** applications are due by 5:00 pm on the **Monday that is 24 calendar days** prior to that meeting.

**REQUIREMENTS, POLICIES, AND GUIDELINES:**

Downtown Design Review is administered according to the following written documents, each of which are available on the City of Bismarck website:

- **Downtown Design Review**
  - City of Bismarck Code of Ordinances Title 14 (includes hyperlinks in the Table of Contents):
    - Section 14-04-21.1 (Downtown Core)
    - Section 14-04-21.2 (Downtown Fringe)
  - City of Bismarck Code of Ordinances Title 4 (includes hyperlinks in the Table of Contents)
    - Section 4-04-09 (Relating to Downtown Signs)
  - 2015 Downtown Design Guidelines

**CERTIFICATION:**

Applicant certifies that, to the best of his/her knowledge and belief, the information contained in the application and attached hereto is true and correct. Applicant also certifies that he/she understands all written requirements, policies, and guidelines of the Renaissance Zone Authority, acting as the Downtown Design Review Committee, the City of Bismarck, and/or the State of North Dakota governing the use of the procedure being applied for:

\_\_\_\_\_

(Applicant's Signature) (Printed Name) (Date)

If the property owner(s) and applicant are different, the property owner certifies that he/she has full knowledge of this application and consents to its submission:

\_\_\_\_\_

(Property Owner's Signature, if different) (Printed Name) (Date)

\_\_\_\_\_

(Additional Property Owner's Signature, if applicable) (Printed Name) (Date)

**THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:**

**Applying for:**

		Submitted	N/A
<input type="checkbox"/> <b>Downtown Design Review</b>	Application Fee of \$150.00	<input type="checkbox"/>	<input type="checkbox"/>
	Scaled and dimensioned site plan, showing:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• building location and adjacent structures</li> <li>• off-street parking</li> <li>• driveways and curb cuts</li> <li>• landscaping</li> <li>• streetscape elements including street lights, benches, etc.</li> <li>• any other site elements relevant to the ordinance or guidelines.</li> </ul>		
	Building elevations/renderings clearly defined for all sides visible from a public right of way, showing:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• exterior building material(s) and color(s)</li> <li>• locations of windows and doors</li> <li>• location of finished floor levels</li> <li>• any projections from the building face (e.g. cornices, eaves, canopies, signs, etc.)</li> <li>• the locations of any mechanical, electrical, or utility-related equipment and any proposed screening thereof</li> <li>• Any other building elements relevant to the ordinance or guidelines.</li> </ul>		
	Samples of proposed materials	<input type="checkbox"/>	<input type="checkbox"/>