



CITY OF BIRMINGHAM
Department of Planning Engineering & Permits
Urban Design Division
710 North 20th Street
Room 500, City Hall
Birmingham, Alabama 35203
(205) 254-2479

Randall L. Woodfin, Mayor

Katrina Thomas, Director

APPLICATION TO THE BIRMINGHAM DESIGN REVIEW COMMITTEE

APPLICATION TYPE

REVIEW TYPE

- ☐ Addition/Alteration to Existing Structure
- ☐ Streetscape
- ☐ Conceptual Design
- ☐ New Construction
- ☐ Site Amenity
- ☐ Schematic Design
- ☐ Demolition
- ☐ Sign/Signage Plan
- ☐ Final
- ☐ Master Plan
- ☐ Parking Lot
- ☐ Landscaping
- ☐ Other

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Comm./Historic District: _____

Existing Zoning: _____

Brief Description of Project: _____

PENDING APPROVAL(S) (Please list any other City approvals required to facilitate development of this project.)

- ☐ Zoning Change
- ☐ Right-of-Way Encroachment
- ☐ Zoning Variance
- ☐ Planning Commission
- ☐ Subdivision
- ☐ Other _____

APPLICANT INFORMATION

Name: _____

Address: _____

Main Contact (if different from Applicant): _____

Company: _____

Phone: _____

Email: _____

Estimated Project Cost: \$ _____

CERTIFICATION

I hereby certify that I have filled and read this application and that all information contained herein is true. If any portion of this information, intentionally or unintentionally, is false or misrepresentation of the material facts, the Application to the DRC, will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

Signature (Owner)

Date:

Signature of Applicant
(if different from owner) as Agent on behalf of Owner:

Date:

Hearing Date:

Hearing Time:

Location:

Filing Fees: \$00.00

Plan Review: \$00.00



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DISCLAIMER

Applicants Please Note: The decisions of the Design Review Committee are binding. It is each applicant's responsibility to see that the decisions of the Committee are carried out as stipulated. Any changes or deviations from the Committee's decision, including but not limited to colors, forms, configurations, materials, assemblies or any other aspects of the approved work, shall not be undertaken by the applicant or the applicant's agent unless said changes are approved by the Committee beforehand. Under the terms of City ordinance, any change or deviation from work approved by the Committee constitutes a violation of the ordinance and renders the applicant subject to citation with penalties as prescribed by a city magistrate.

Please also note that prior to obtaining any permits, all applicants must meet with Zoning Staff to determine compliance with the zoning regulations. Design Review approval does not mean that zoning has approved the request.

In addition, after a case has received design review approval, permits are not immediately available for permit issuance. Each applicant should consult with an Urban Design staff member and a Plans Examiner before proceeding to the permit counter to obtain a permit. Staff may require at least a day or more to process the case for permit issuance.

Signature (Owner)	_____	Date:	_____
Signature of Applicant (if different from owner) as Agent on behalf of Owner:	_____	Date:	_____

DRC BACKGROUND

Design Review is a process where a committee of citizens reviews development plans for new construction, demolition, repair, additions, signs, and/or modifications to property to ensure that the changes comply with the design guidelines of the particular Commercial Revitalization or Local Historic District. As an applicant, you will need to appear before the Design Review Committee. The Committee meets the **second and fourth Wednesday of each month (except during November and December, when we follow the holiday schedule) at 7:30 a.m. in the City of Birmingham Council Chamber on the third floor of City Hall located at 710 North 20th Street.**

SUBMITTAL DEADLINES

All applications and support materials must be submitted digitally to the Urban Design staff two weeks prior to a scheduled meeting of the Design Review Committee (DRC). Please see the schedule on page 5 as actual deadlines are adjusted due to City holidays. **It is important that the applicant discuss the proposal with appropriate City agencies, and Zoning Administration staff prior to filing an application with the DRC. Late or incomplete submissions will be deferred to the next DRC meeting.**



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SUBMISSION REQUIREMENTS

Generally, the following information will be required:

DEMOLITION

- Scaled site plans showing location of all structures to be removed.
- Images showing the general condition of the structure (inside and outside).
- Scaled site plan showing near term and long-term use of the property. Please note that the following minimum work will be required for demolition approval: 100% of structure removed (including foundation), site graded for positive drainage, seed and straw of any disturbed area, and a property maintenance plan.

SITE WORK

- Scaled site plans showing location of all landscaping, paving, fences, appurtenances, lighting, etc.
- Scaled, color rendered, landscaping plan showing all sizes, species, and plant spacing.
- Elevations and details of fencing or other structures.
- Actual manufacturer's color and material samples.

BUILDINGS (new construction and renovations)

- Site plan showing all proposed work.
- Building elevations, (rendered elevations are preferred).
- Scaled, colored landscaping plan showing all sizes, species, and plant spacing.
- Actual manufacturer's color and material samples for shingles, brick, stone, mortar, paint, stain, stucco, lighting, etc.

AWNINGS

- Scaled, color rendered drawings (showing the actual colors) noting dimensions, signage, and location on building of each awning.
- Site plan showing location of awnings on the building and the property lines. If awnings project into the City's right-of-way, a right-of-way use agreement may be required.
- Description and illustration of attachment and lighting.
- Actual manufacturer's color and material samples.

SIGNAGE:

- For multi-tenant buildings, a multi-tenant master sign plan is required. The Urban Design staff member assigned to your project can assist in the development of the master plan.
- Scaled elevation or site plan showing location on site or on building of each sign. Include dimension for front linear feet (straight-line length) of the building. For corner properties show dimension of both fronts that face streets.
- Scaled, color rendered drawings or photomontage (showing the actual colors) showing the composed signage on each elevation. Images should include the dimensions of each sign, including mounting heights, overall height of pole signs, and dimensions and spacing of text.
- Description of construction, method of illumination, and mounting.
- Calculation of total aggregate area of proposed signs and any existing signs.
- Scaled landscaping plan for monument signs showing all sizes, species, and plant spacing.
- Actual manufacturer's color and material samples.

LIGHTING:

- Location and cut-sheets of surface mounted lights.
- Location and design of all light standards.
- Distribution of light wash on surfaces.

****NOTE:** If your proposal does not include the pertinent information, the Urban Design staff will notify you of lacking materials. Only when applicants have submitted complete proposals will their project be placed on the Design Review agenda.



In addition to the digital materials submitted for inclusion on the Design Review agenda, applicants will need to bring **two to three hard copies** (8.5X11 or 11X17) to pass out to the Committee on the day of the meeting, if needed. Applicants may also bring large boards as reference materials, and material samples, if desired.

Applicants may also elect to include images in the digital presentation. In this case, a PowerPoint file must be submitted to the Urban Design staff as part of the material submittal. The PowerPoint file should be composed using a black background and be less than 5Mbs in total.

In the case of a continuance or sequential presentations for the same project, you will need to bring copies of all previously approved designs for the DRC's information so they may review all the items in context.

REVIEW AND PROCESSING

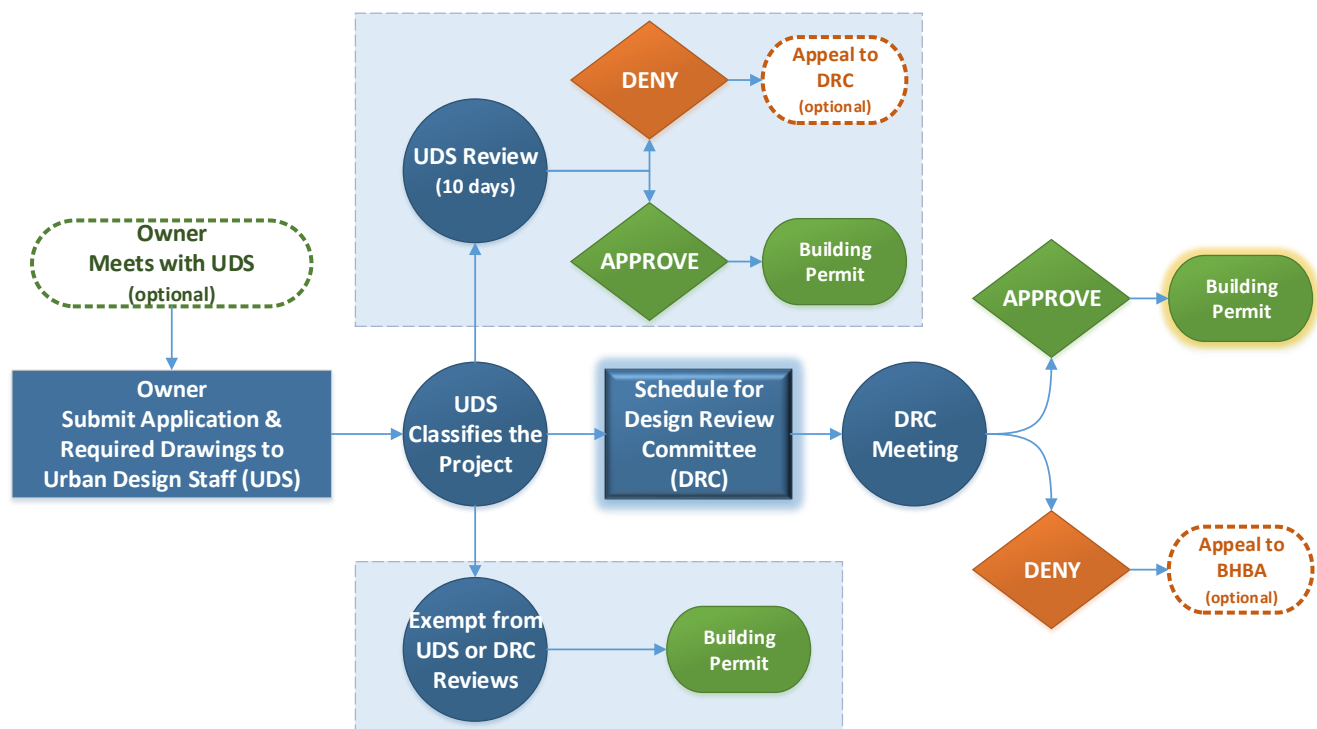
Once an application is received, it is reviewed by Staff to determine the nature of the project, and whether or not it needs to go before the Design Review Committee. The meeting agenda will be sent to the applicant prior to the meeting. The applicant or a representative must be present at the DRC meeting to present the project, or the application will be deferred to the next regularly scheduled meeting.

DRC REVIEW

The Committee must review all applications for:

1. New construction of primary structures, outbuildings, or garages;
2. Exterior renovations to existing structures;
3. Additions (including drive through windows);
4. Demolitions;
5. Parking lots or parking structures;
6. Any applications referred by the Urban Design Staff that do not clearly meet the guidelines.

DESIGN REVIEW PROCESS FLOW CHART



UDS – Urban Design Staff
BHBA – Birmingham Housing Board of Appeals



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STAFF REVIEW

If DRC approval is not required, Staff approval may be provided for all other work that meets the design guidelines. This may include signs, awnings, fences or retaining walls, window and door changes, and landscaping.

Within 10 working days of receiving your application and all required information, the staff will contact you with an approval as submitted, an approval with changes, or a denial. If you are dissatisfied with the staff’s decision, you may request to have your project considered by the Design Review Committee within 30 days of the Staff’s decision.

MEETING SCHEDULE 2023-2024			
DRC Meetings	Submittal Deadlines	DRC Meetings	Submittal Deadlines
January 11, 2023	December 28, 2021	January 10, 2024	December 27, 2023
January 25, 2023	January 11, 2023	January 24, 2024	January 10, 2024
February 8, 2023	January 25, 2023	February 14, 2024	January 31, 2024
February 22, 2023	February 8, 2023	February 28, 2024	February 14, 2024
March 8, 2023	February 22, 2023	March 13, 2024	February 28, 2024
March 22, 2023	March 8, 2023	March 27, 2024	March 13, 2024
April 12, 2023	March 29, 2023	April 10, 2024	March 27, 2024
April 26, 2023	April 12, 2023	April 24, 2024	April 10, 2024
May 10, 2023	April 26, 2023	May 8, 2024	April 24, 2024
May 24, 2023	May 10, 2023	May 22, 2024	May 8, 2024
June 14, 2023	May 24, 2023	June 12, 2024	May 29, 2024
June 28, 2023	June 14, 2023	June 26, 2024	June 12, 2024
July 12, 2023	June 28, 2023	July 10, 2024	June 26, 2024
July 26, 2023	July 12, 2023	July 24, 2024	July 10, 2024
August 9, 2023	July 26, 2023	August 14, 2024	July 31, 2024
August 23, 2023	August 9, 2023	August 28, 2024	August 14, 2024
September 13, 2023	August 30, 2023	September 11, 2024	August 28, 2024
September 27, 2023	September 13, 2023	September 25, 2024	September 11, 2024
October 11, 2023	September 27, 2023	October 9, 2024	September 25, 2024
October 25, 2023	October 11, 2023	October 23, 2024	October 9, 2024
November 15, 2023**	November 1, 2023	November 13, 2024**	October 30, 2024
December 13, 2023**	November 29, 2023	December 11, 2024**	November 27, 2024

** Meeting dates adjusted to account for Holiday