



Pella Planning & Zoning Department  
**DESIGN REVIEW  
 PERMIT APPLICATION**  
*Document updated on May 26, 2020*

Once completed, submit to:  
 City of Pella  
 Planning and Zoning Department  
 825 Broadway Street  
 Pella, IA 50219

The Community Development Committee (CDC) was established by the Pella City Council in 1978 to oversee Dutch Architecture review. The CDC reviews all proposed plans for a building permit, whether new construction, alterations, or other improvements, in the design review districts and issues or denies a Design Permit. Depending on the scope of work, a project is considered either major, which is reviewed by the full committee, or minor project, which can be reviewed by subcommittee in less time. Applicants are encouraged to submit preliminary designs before submitting the formal Design Permit application, particularly for major projects such as new buildings. Pre-filing discussion may be had via e-mail with the Planning Department, which will work with the Committee and transmit comments back to the applicant. Please note that incomplete applications will not be accepted by City staff.

**Paint:** If proposing to paint a building, including trim, shutters, or other elements, ensure that the colors are on the Pella Design Palette. The colors are found at the bottom of this page: <https://www.cityofpella.com/199/Development>.

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

**SECTION 1. SUBJECT PROPERTY INFORMATION**

Site Address: Parcel ID:  
 Zoning District: Total Acreage:  
 Project Summary:

**SECTION 2. PROJECT TYPE** (Check one that applies. See additional requirements below.)

- A) Nonresidential Design Permit – properties located within the Design Review overlay zone
- B) Residential Design Permit – properties located within the DURE overlay zone
- C) Outdoor Furniture – tables, chairs, or other furniture in the Central Business District zone

**SUBSECTION 2A/B. DESIGN PERMIT INFORMATION**

Design permits are subject to the regulations identified in Sections 165.16 and 165.17 of the Zoning Code. Additional standards and requirements may be applicable.

- |                                      |                            |                                   |                               |                              |                                     |
|--------------------------------------|----------------------------|-----------------------------------|-------------------------------|------------------------------|-------------------------------------|
| <input type="radio"/> Nonresidential | <input type="radio"/> New: | <input type="radio"/> Alteration: | <input type="radio"/> Repair: | <input type="radio"/> Paint: | <input type="radio"/> Other Project |
| or                                   | ___ Building               | ___ Interior                      | ___ Major                     | ___ Main                     | (please explain):                   |
| <input type="radio"/> Residential    | ___ Addition               | ___ Exterior                      | ___ Minor                     | ___ Trim                     |                                     |

Paint Color Codes to be Used:

Building Materials to be Used:

Summary of Proposed Project:

**SUBSECTION 2C. OUTDOOR FURNITURE INFORMATION**

Outdoor furniture regulations are summarized below per Section 165.30.5 of the City’s Zoning Code. These requirements allow outdoor furniture (e.g., tables and chairs) on public sidewalks in the CBD zone district. Every establishment with outdoor seating in the CBD zone is required to comply with these regulations.

- A. The Pella CBD Outdoor Seating Guidelines as adopted by City Council shall apply for any outdoor furniture pursuant to this section.
- B. A CBD Outdoor Seating Permit is required annually with supporting materials as specified in the Pella CBD Outdoor Seating Guidelines. The Zoning Administrator shall administer the permit, along with Community Development Committee review of outdoor fixtures.
- C. Appeal to City Council. Any permit pursuant to this section herein denied by the Zoning Administrator or Community Development Committee may be appealed to City Council, provided written appeal is submitted within 30 days.
- D. Revocation of Permit. The City may revoke a permit issued under this section if the applicant is found to be in noncompliance with this Ordinance or the Pella CBD Outdoor Seating Guidelines if after notice is given there is no reasonable effort made to address such noncompliance within seven (7) business days.
- E. Abatement for Public Safety and City Rights. The City may abate any issue related to public safety at any time. Said abatement may include moving furniture that blocks building entrances or exits or obstructing the sidewalk for safe passage. The City also reserves the right to conduct any public right-of-way work including, but not limited to, sidewalk repair or replacement, utility work, or other streetscaping, and may remove or request the removal of any outdoor furniture that would present a conflict with this work.

\* Compliance with the above standards is required to be recorded via an indemnity agreement. See staff for further information regarding this document.

**SECTION 3. REQUIRED DOCUMENTS**

Applications will not be considered or accepted by staff unless the following items are completed and included:

- Pre-Application meeting and/or preliminary correspondence with City staff—date of meeting: \_\_\_\_\_
- Application and Drawings—this completed application form and colored building elevations
- Colors and Materials—swatches a minimum of 8.5” x 11” and samples of building materials to be used; if possible, the swatches should be color cards or paint chips from the paint provider
- Design Checklist—Additional information may be required; please see page three of this application
- Site Photographs—pictures of the structure/subject property; please include all sides of the structure

**SECTION 4. ACKNOWLEDGEMENTS**

I certify that \_\_\_ I am the legal owner on record, or \_\_\_ I have secured the property owner’s permission, to submit this application, and that the above information is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Printed Name and Signature of Applicant (if different than owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

## **CDC DESIGN APPLICATION CHECKLIST**

The following documents and supplemental information are required to be illustrated or noted when submitting an application to the Community Development Committee.

### **BUILDING DESIGN:**

- \_\_\_ Detailed scale drawings and elevations illustrating the proposed construction or alteration.
- \_\_\_ Detailed drawings or photographs showing existing condition of the building.
- \_\_\_ Scale drawings of site plan (when site plan submittal is required).
- \_\_\_ Samples, specifications, and/or photos of all materials (e.g., door cut sheets, window/grille specs, siding, handrails, fencing, brick)
- \_\_\_ Accurate samples of paint cards/chips for primary and trim colors.
- \_\_\_ Manufacturer's cut sheet or specifications and locations for all HVAC units and other infrastructure (where such infrastructure will be located outside the building).
- \_\_\_ Sample and/or specifications of roofing material.
- \_\_\_ Narrative explaining the scope of work proposed.
- \_\_\_ Additional drawing(s) or sections of details for trim and finish work.

### **BUILDING SIGNAGE:**

- \_\_\_ Scale color rendering of proposed sign, or photograph if already existing.
- \_\_\_ Material specifications; accurate and sufficient samples of each proposed color.
- \_\_\_ Photograph or scale drawing of building elevations showing proposed location(s) of wall signage, window signs, shingle signs, and other attached signage.
- \_\_\_ Photograph or scale drawing of site plan showing proposed location of freestanding sign.
- \_\_\_ Type and location of all lighting fixtures.

### **OUTDOOR FIXTURES:**

- \_\_\_ Detailed scale drawing of fences, screening, benches, seating, tables, architectural ornamentation or other outdoor fixtures.
- \_\_\_ Manufacturer's cut sheets and photos, if available, for all fixtures; specify colors.

### **LIGHTING:**

- \_\_\_ Show number and location of proposed lights on the site plan.
- \_\_\_ Provide manufacturer's cut sheets for all fixtures and poles, furnish photos if available; specify colors.
- \_\_\_ Specify types of bulbs and size/intensity for each type of fixture.
- \_\_\_ Scale drawings or photographs of building elevations for wall-mounted lights.

### **AWNINGS/CANOPIES:**

- \_\_\_ Photo or brochure showing proposed design.
- \_\_\_ Color sample or swatch of proposed material.
- \_\_\_ Photograph or scale drawing of building, showing where awning is to be installed.

### **OTHER ITEMS:**