

**CITY OF CUMMING**  
**APPLICATION FOR DESIGN REVIEW PERMIT**

Complete this form only if your project includes a new nonresidential building with 1,000 or more square feet of space, or an addition of 1,000 or more square feet to an existing nonresidential building, or the construction of 6 or more apartments, townhouses or condominium dwellings.

Date of Pre-Application Conference (encouraged but not required): \_\_\_\_\_

**APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION**

Applicant

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner (If different from applicant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Existing Zoning District: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Tax Map/Parcel Number \_\_\_\_\_ Acreage: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Subdivision Name and Lot Number: \_\_\_\_\_

**SUBMISSION REQUIREMENTS (IN ADDITION TO THIS FORM):**

Submit two printed copies and one digital version (pdf) of materials specified

- Fee: (per fee schedule attached);
- Legal description of the property and survey plat or tax map of the property;
- Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements;
- Exterior elevation drawings drawn to scale by an architect, engineer or other appropriate professional. Said exterior elevation drawings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed buildings and structures or change(s) thereto;
- Material and colors samples. The Zoning Administrator may accept written descriptions, product summary sheets, photographs, or other information in lieu of actual color and material samples; and
- Other information as may be essential to demonstrate compliance with the land use management code. An applicant for design review may be also be required to submit information in the form of photographs or sketches of adjoining uses and indicate how the design of the proposed project or improvement is compatible with the surrounding context.

**AUTHORIZATION OF PROPERTY OWNER**  
**(complete this form only if the property owner is not the applicant)**

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Forsyth County, Georgia.

**Name of Owner(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Signature of Owner(s)** \_\_\_\_\_

I authorize the person named below to act as applicant in the pursuit of an application for certificate of appropriateness for material change of appearance on this property.

**Name of Applicant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

Personally appeared before me

\_\_\_\_\_  
who swears that the information contained  
in this authorization is true and correct to  
the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

# CHECKLIST FOR CONSISTENCY WITH CUMMING DESIGN GUIDE

Yes	No	N/A	Guideline Summary Description	Comments
			<b>CBD streetscapes</b>	
			Building placement (no setback or build-to line)	
			Sidewalk, lighting, shade trees, benches, etc.	
			1 and ½ to 2-story building height	
			Minimum building frontage	
			<b>Pedestrian access</b>	
			Direct access provided from street to building	
			Striped crosswalks at parking lot crossings	
			Incorporation of pedestrian plaza(s)	
			<b>Building wall modulation</b>	
			Recesses and projections utilized	
			Alternative to blank wall (art, accent stripe)	
			Partial screening with vegetation	
			Varied roofline with cornice and/or windows	
			<b>Building finishes, colors, characteristics</b>	
			Use of some brick or stone veneer	
			Gabled roof and second story windows	
			Base and trim colors are appropriate	
			Screening of rooftop HVAC equipment	
			Overhead doors not facing street where practical	
			Utilization of storefront awnings per guidelines	
			Columns defining building entry	
			Consistency of building addition w/ original	
			Multi-family residential guidelines observed	
			Dumpster enclosure	
			<b>Exterior lighting</b>	
			Recessed fixtures in freestanding canopies	
			Full cutoff fixtures utilized	
			<b>Fencing and wall guidelines consistency</b>	
			Per guidelines	
			<b>Landscaping</b>	
			Continuous landscape strip at street frontage	
			Evergreen hedge between street and parking	
			1 parking lot tree per 7 to 10 parking spaces	
			Screen roadside utility boxes	
			<b>Signage</b>	
			Subdivision or project entrance monument	
			Area, font, consistency, proportionality, etc.	
			Other	



### ADMINISTRATIVE USE ONLY

Date application determined complete: \_\_\_\_\_

Date notice was provided per ordinance: \_\_\_\_\_

Date notice period ended: \_\_\_\_\_

Summary of any comments received: \_\_\_\_\_

DECISION:   \_\_\_ Approved as Submitted   \_\_\_ Approved with Conditions   \_\_\_ Denied

(attach document listing conditions if approved with conditions)

Note: If denied, the basis for the decision to deny:

\_\_\_\_\_ The application is inconsistent with one or more applicable guidelines provided in the Cumming Design Guide; and/or

\_\_\_\_\_ The building proposal, in relation to other buildings on site and the site itself, as well as buildings and site developments in the vicinity or the same zoning district (i.e., context) lacks continuity or cohesiveness or rhythm, or is inappropriate with regard to massing, modularity, proportion or scale.

### **FEE SCHEDULE FOR DESIGN REVIEW PERMITS**

<b>DESIGN REVIEW PERMIT</b>	
<b>Commercial, office, institutional, industrial or mixed use per gross square footage of new building or building addition:</b>	
Up to 50,000	\$100.00
50,001 – 100,000	\$150.00
More than 100,000	\$200.00
<b>Multi-Family Residential</b>	
6 to less than 25 units	\$100.00
26 – 50 units	\$150.00
More than 50 units	\$200.00