



Certificate of Compatibility Application
BID #1 Design Review Board



Please return the completed application to:
Community & Development Services Dept.
300 W. Ash, City-County Building, Room #201
Salina, KS 67402-0736
785-309-5720 FAX 785-309-5713
Email: plangroup@salina.org

The City Planning Division:
• Provides technical assistance to the applicant
• Receives the completed application
• Provides a copy of the application to the SDI Office for input
• Schedules the Design Review Board hearing
• Presents the application to Design Review Board
• Provides notice of approval to applicant

Please see the Schedule of Design Review Board hearings for the deadline for submissions. The applicant, or a representative, must attend the review hearing in order for the item to be considered at that meeting.

A. Required Information:

- 1. Property Address
2. Name of Business
3. Applicant's Name
4. Applicant Ph.
5. Applicant's Address
6. Email
7. Property Owner Name (if different)
8. Property Owner Address
9. Owner Ph.
9. Contractor/Architect
10. Phone
11. Contractor/Architect Address
12. Email
13. Who should be contacted with questions for this project?
14. What kind of work is proposed? (Please check all that apply)
[] Renovation or repair [] Demolition [] Sign or Canopy [] New Construction [] Paint
[] Other, please describe
15. Approximate cost of project (including labor and material) \$

B. Please attach a second page to this application and describe the nature of the project proposed by including an itemized list of changes to the existing building and indication of where these changes can be found on the attached pages (site plan, elevation drawings, sheet number, etc.)

C. Please attach all of the following materials to this application:

- 1. Please include Certificate of Compatibility Application Fee of \$35.00 payable to the "City of Salina".
2. Representative color photographs showing all existing character-defining features, all exterior walls, and all areas where changes are being proposed.
3. For any project where the building footprint is being altered/created, a site plan and floor plan must be included. A site plan should show all existing and proposed site improvements (buildings, sidewalks, driveways, parking spaces, landscape areas, etc.) in relation to the property boundary lines, drawn to a recognizable scale. A floor plan should show the proposed building layout (walls, stairs, doors, windows, etc.) and how each room within the building will be used, drawn to a recognizable scale.
4. For any exterior remodel or exterior changes (including signs), include proposed building elevation drawings with proposed material specifications and colored renderings.
5. Material samples or product specifications indicating color, form, profile and texture are encouraged to be submitted.
6. For staff to verify the legal description, please include a copy of either the deed, recent tax statement, or the mortgage for the property.

See also the attached Guide to Completing a Certificate of Compatibility Application for required submittal material.

Applicant Signature: _____ Date _____ Property Owner Signature _____ Date _____

For Staff Use: Application No. #CC
Legal Description of Property
Current Zoning
Date Filed
Date of Publication
Property Owner Notice Sent
Date of Hearing
Current Use
Accepted by
Building/Sign Permit No.
Heritage Commission Review (y/n)
Approval Notification Sent