

# CITY OF PORT WASHINGTON

## SUBMITTAL REQUIREMENTS FOR MINOR REVIEW APPLICATIONS

Minor Reviews include changes or alterations to the building facades or exteriors of commercial, industrial, and multi-family structures; approvals of new or modifications to existing parking lots; modifications of previously approved site plans; or special interpretations and approvals required by the Plan Commission of signs, and uses of buildings or property as defined in the Sec. 20, Zoning Ordinance.

All applications **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee;
- Signature on the application;
- For building façade alterations, **twenty (20) copies** of **elevation drawings** of proposed buildings or proposed remodeling of exterior buildings showing finished exterior treatment with adequate labels provided to clearly depict exterior materials and overall appearance, and proposed signage and lighting. A **photo of the existing building façade and adjacent buildings if appropriate, and a brief description** of the request would help the Plan Commission with their review; or
- For parking lots or modifications to previously approved site plans, **twenty (20) copies** of a **property site plan** sketch drawn to scale, that includes the location of buildings, landscaping, parking stalls, curbing, lighting, and drainage. All parking areas shall conform to the landscape requirements (Section 20.31). The format shall not exceed 11" x 17" in size; or
- For signs or special interpretations requiring Plan Commission approval, a **written description** of the request. **Twenty (20) copies** of a sketch, picture, or photo of the requested sign with dimensions and a property site plan indicating the location shall also be included; and
- Any other reasonable or pertinent information that the Department of Planning and Development determines to be necessary to review the application.
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.