

Wilmington Design Review and Preservation Commission
City of Wilmington Department of Planning
Louis L. Redding City County Building, 800 French Street,
Wilmington, DE 19801 · (302) 576-3100

Design Review Proposal Cover Sheet

Address of Property _____

Wilmington Historic District Name _____ Tax Parcel # _____

Project Categories (circle all that apply) Demolition Exterior alteration Addition New Construction
Topographic change(s) Sign and awning
Property Type (circle one) Residential Commercial
Occupancy Type (circle one) Owner-occupied Not Owner-occupied

Owner's Name _____ Phone _____

Fax _____ Email _____

Owner's Address _____

Owner's Mailing Address (if different from above) _____

Owner's City, State Zip Code _____

Applicant's Name _____ Phone _____

Fax _____ Email _____

Applicant's Street Address _____

Applicant's City, State Zip Code _____

Applicant's Wilmington Business License Number _____

Applicant is (circle one) Owner Lessee Architect Contractor Attorney Other (specify: _____)

Architect _____ Phone _____

Contractor _____ Phone _____

I understand that 10 copies of the proposal package defined on the following pages must be submitted by 4:00pm on the application deadline. I also understand that the Planning Department and the DRPC reserve the right to postpone consideration of incomplete applications.

I understand that the owner or designated authorized agent must be present at the scheduled commission meeting to present this project or consideration will be deferred until the next regular meeting.

I understand that, if any project changes occur to the project as documented in this application between the submission of this application and the scheduled commission meeting, I must provide the commission with 10 copies of revised documentation incorporating these changes no later than 3:00pm on the day before the scheduled commission meeting. If changes are described at the meeting and such materials are not provided, I understand that the commission may defer consideration of this application until the next regularly scheduled meeting.

For Staff Use Only

Permit Referral DR- _____
Resolution No. _____
Date Received _____
Meeting Date _____

Signature of Owner Date

Signature of Applicant Date

Checklist for Design Review Proposal Package

Each design review proposal package will contain the following information **in the order listed**. Ten (10) sets of this proposal package will be submitted on 8-1/2 x 11" paper. Larger sized drawing must be folded to 8-1/2 x 11".

- ___ 1. **Design Review Proposal Cover Sheet.** Completed and fully executed.
- ___ 2. **Permit Application.** A copy of the applicable permit (building, demolition, or sign) application from the Department of Licenses and Inspections signed by the applicant / owner of the premises.
- ___ 3. **Owner-Agent Agreement Form**
- ___ 4. **Written Description.**
 - A. Text describing clearly and in detail the nature of your project: what you propose to do, where on the property the work will be done, and how it will be accomplished.
 - B. Make sure you clearly describe the proposed appearance of the finished project.
 - C. Describe all exterior materials to be used on your project, including manufacturer, model/series, finish, and color. Include exact dimensions of materials to be used (e.g. width of siding).
 - D. Include copies of product literature for any unusual materials proposed.
- ___ 5. **Site Plan.** A drawing showing the relationship of your building to the property lines, sidewalk, street, and adjacent structures. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Be sure to indicate location of proposed work.
- ___ 6. **Drawings.**
 - A. A complete set of scaled drawings defining your proposed work to include at least one plan drawing and one elevation drawing for each visible face of the project.
 - A. For additions or new construction, include section drawings of principle facades.
 - B. Be sure to include one elevation drawing of the entire face of the structure where your project will be placed so that the commission can understand the relationship of the proposed work to the entire structure.
 - C. Accurate dimensions will be shown on all drawings.
 - D. Note: For simple projects, annotated photographs are acceptable.
- ___ 7. **Photographs.**
 - A. Current photographs of the exterior of the property showing its present condition and accurately representing the existing material, colors and textures.
 - B. Be sure to include one or more photographs of the entire structure as visible from the public right-of-way to help identify your project.
 - C. Include representative close-up views of significant features or of features that will be changed such as windows, doors, trim, entrances, and balustrades.
 - D. In addition, photographs of all adjacent sites, buildings, and other improvements clearly showing the style and character of the area shall be provided if requested.
 - E. Photographs shall be either color or black and white, at least 3" x 5" in size, and mounted on 8-1/2 x 11" paper. Since the proposal package will be archived for later reference, Polaroid photographs are not acceptable.
 - F. Each photograph must be labeled with the building's address, date of photo, and direction of view.
 - G. Original photograph prints or printouts must be submitted with at least one proposal package; legible photocopies are acceptable for the other nine proposal packages.
- ___ 8. **Additional Information.** For additions, new construction, demolition, and sign proposals, see the following lists for additional materials that **must** be included in the proposal package.

Checklist for Additional Materials Required for Specific types of Proposals

Demolition Proposals

- ___ 1. A written explanation of attempts to preserve the building, including analysis of economic feasibility (or lack thereof), or other information pertinent to the demolition, such as market studies, economies of scale, etc.
- ___ 2. Proof that considerations for architectural documentation of buildings built before 1950 have been taken. Provisions for Historic American Building Survey (HABS) or Historic American Engineering Record (HAER) recordation of structures which are of significant historical age, or possess unique architectural or engineering components, or both.
- ___ 3. Proof that provisions are being made for urban archaeological exploration, interior or exterior.
- ___ 4. Timeline for demolition and subsequent improvements.

Note: Approval of demolition is contingent upon approval of subsequent improvements to the site as documented by the following information

New Construction Proposals, additions to existing structures, and replacement of demolished structures

- ___ 1. Block site plan or aerial photograph showing the relationship of the proposed structure to existing structures.
 - ___ 2. A plan showing any exterior lighting (placement, type of light, type of fixture, intensity, color), provisions for trash storage and removal, locations of air conditioning equipment, transformers, signs, fences or walls, and other equipment or construction.
 - ___ 3. Color elevations, drawn to scale, of all sides of the building showing complete architectural details and including all exterior equipment and appurtenances located on the roof, the walls and on the ground. All existing and proposed finishes and materials shall be identified, noted on the elevations, and keyed to the samples if requested. Proposed manufacturers and suppliers of materials should be identified whenever possible. For those elevations visible from the public right-of-way (front and, for corner properties, side), those properties immediately adjacent to the proposed construction shall be included drawn to the same scale as the new work and with correct relative finished floor elevations.
 - ___ 4. A color perspective rendering of the proposal showing the form, style, and scale of the project; all rooftop – equipment and screening proposed; signs, landscaping and other architectural features. Such renderings shall include the immediately adjacent structure(s) as described above and shall be as accurate as possible with respect to actual scale and color representation.
 - ___ 5. Samples of actual materials proposed for this project may be required.
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Sign and Awning Proposals

- ___ 1. An elevation drawing drawn to scale showing the size of the sign in relation to the building, the location of the sign, spacing of the letters, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection of sign.
- ___ 2. Detailed drawings showing how the sign/awning will be attached to the existing structure or mounted on the site.

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Owner-Agent Agreement

_____ (“Owner”) hereby appoints
_____ (“Applicant”) as Owner’s exclusive agent for the sole
purpose of obtaining for the Owner a decision from the City of Wilmington, Delaware, Design Review
and Preservation Commission (“DRPC”) at its meeting on _____ (date) for certain
improvements as described in the attached application to the property located at
_____ (address), Tax Parcel # _____.

The DRPC decision shall be binding on the Owner and the Applicant shall act in the best interest of the
Owner.

This Owner-Agent Agreement shall terminate once a decision has been rendered by the DRPC.

_____, Owner(s)

_____, Applicant