



DESIGN REVIEW BOARD HEARING APPLICATION AND FILING PROCEDURES

UPDATED: October 29, 2024

DEPARTMENT OF COMMUNITY DEVELOPMENT

2 PARK PLAZA
ALPHARETTA, GA 30009
WWW.ALPHARETTA.GA.US

TEL: 678.297.6088
FAX: 678.297.6071

INSTRUCTIONS AND REQUIRED MATERIALS

The City of Alpharetta Design Review Board Hearing Application has been designed to allow you the ease of completing the form electronically and printing the completed form for submittal. Please note, however, that the form cannot be saved so as to include the information that you input.

Required Materials:

In order to allow the Design Review Board to adequately and effectively understand and consider the nature of your request it is required that certain materials be included with your submittal. These required items are described below along with the type(s) of review for which they would be needed. Submittals not including the appropriate materials, as indicated below, will not be accepted for review.

Site Plan Review

- Legal description of the property

- Site plan(s) showing locations of all site features, including but not limited to
 - Buildings
 - Roads
 - Parking Areas
 - Specimen trees
 - Detention / retention areas
 - Dumpster / refuse locations (screening and materials)
 - HVAC / electrical equipment locations

- Site lighting with photometric drawings and compatibility to neighboring buildings and property

- Retaining wall(s) location and materials

Landscape Review

- Landscape drawing(s) prepared by landscape architect showing locations of all landscape features, including but not limited to
 - Size and type of all plant material; including ground covers
 - Seasonal beds

Signage Review

- Overall site plan drawing indicating locations of ground signs and required setbacks

- Exterior elevations indicating locations of all wall signs

- Individual color drawings of each sign indicated
 - Dimensions
 - Materials
 - Lighting
 - Construction
 - Colors

Exterior Elevation Review

- Colored exterior elevations with materials notes of all facades of the building(s)

- All exterior material and color samples (Shall be brought to the scheduled meeting)

- Provide site line study from the public right of way showing locations of roof-top equipment
 - Vents
 - Satellite dishes
 - Exhaust pipes
 - Antennas

- Locations of building lighting

- Perspective drawings and renderings

Submittal Procedure:

One (1) original plus one (1) copy of a completed Hearing application and supporting documents are to be filed by the deadline dates reflected on the following page. Completed applications received after the deadline dates shall be placed on the next available agenda. All renderings attached to the application must be in color.

An electronic file in Adobe format, containing the entire application; including all documents, plans, and drawings; must be included with the application. Each component of your submittal must be saved as a separate file document (for example, all of your individual documents relating to the Exterior Elevation Review (site plan, site line study, and lighting and material cut sheet) should all be saved into one PDF document.

Any oversized materials may be attached to the original application. All collated sets shall be submitted on paper no greater than 11 inches by 17 inches in size and folded to 8.5 inches x 11 inches. Two (2) sets of all landscape plans shall be submitted full-size.

Drawings submitted must be accurate and labeled.

Technical drawings (i.e., signs, elevations, site plans) must be drawn to scale).

Photos shall be mounted on 8.5 inch by 11-inch paper and labeled.

Presentation materials (including actual materials, sample boards, or mounted drawings) should not be submitted, but brought by the Applicant to the scheduled Design Review Board meeting.

FILING DEADLINES AND MEETING SCHEDULE

Completed applications are accepted only on, or prior to, the dates indicated as filing deadlines and only between the hours of 8:30 a.m. and 3:30 p.m. Applications will not be accepted on any other dates or times. Incomplete applications will not be accepted. All fees must be paid at the time of application.

The Design Review Board convenes at 8:30 a.m. on the meeting dates indicated, and a break will start at 12:00 p.m. and will last until 12:30 p.m. All meetings are held in Council Chambers at Alpharetta City Hall, which is located at 2 Park Plaza.

Filing Deadlines

January 02, 2025

February 03, 2025

March 03, 2025

April 01, 2025

May 01, 2025

June 02, 2025

July 01, 2025

August 01, 2025

September 02, 2025

October 01, 2025

November 03, 2025

December 02, 2025

Meeting Schedule

February 21, 2025

March 21, 2025

April 25, 2025*

May 16, 2025

June 20, 2025

July 18, 2025

August 15, 2025

September 19, 2025

October 17, 2025

November 21, 2025

December 19, 2025

January 16, 2026

CITY OF ALPHARETTA

DESIGN REVIEW BOARD APPLICATION

FOR OFFICE USE ONLY

Case DRB: _____

Fee Paid Initial: _____

For your convenience, this form may be completed electronically and printed upon completion. If you choose to handwrite your responses, please print in a clear, easily legible fashion.

Please complete this form and the submittal package in its entirety. See Page 2 "Instructions and Required Materials" for details. Lastly, verify that all information is true and accurate.

Your completed submittal package should be delivered to:

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

NOTE: All applicable fees must be included with the application. Please note that a 3% convenience fee will be added to all credit card transactions. Applications will be accepted only on the dates reflected on the page of this form titled "Filing Deadlines and Meeting Schedule" and only between the hours of 8:30 AM and 3:30 PM.

If you have questions regarding this application or the design review process, please contact [Bret Schroeder](#) by calling 678-297-6088.

Business Name: _____

Location Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Contact for All Notifications: _____

Contact Telephone: _____ - _____ - _____ Mobile Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____ Email: _____

Contact's Relation to Business: _____

This Application For (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Modification to Exterior |
| <input type="checkbox"/> Auxiliary Structure | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Color Selection | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Material Selection | |

Application Fees:

Reviews \$350.00

Signs Review Only \$175.00

Legal Advertising Requirement \$175.00

Reapplication Fee \$100.00

Readvertising Fee \$175.00 _____

This page will be the first page of your completed submittal packet.

Total Due



CITY OF ALPHARETTA

DESIGN REVIEW BOARD APPLICATION

Property Owner Information:

Property Owner Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Owner Telephone: _____ - _____ - _____ Contact Fax: _____ - _____ - _____

Property Owner Authorization *(Must be completed if the applicant is not the legal owner of the subject property):*

I, the undersigned, do hereby swear and attest, under penalty of law for false swearing, that I am the legal owner, as shown in the records of Fulton County, Georgia, of the property described herein and that I authorize the person identified herein as "Applicant" to act on my behalf in pursuit of this request.

Owner Name (Printed): _____ Date: _____

Owner Signature: _____

Property Information:

Address (If Assigned) : _____

Tax ID or Map Reference Number: _____

Land Lot(s): _____ District: _____ Section: _____

Existing Zoning of Property: _____ Existing Uses of Property: _____

This form is to be executed under oath. I, the person identified herein as "Applicant," do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Design Review Board Application is true and correct and contains no misleading information. I also understand that Design Review Board review and/or approval does not include review or approval for code compliance and that City of Alpharetta site and building plan review staff should be contacted with respect to code compliance issues and permitting procedures.

Applicant Signature: _____ Date: _____

Print Form

DESIGN REVIEW BOARD REVIEW CRITERIA

How will this proposal be visually compatible with the character of the surrounding areas?

In your submittal package, have you included a site line study from the public right of way, which shows the location of rooftop structures? If not, please explain below.

Yes

No

DESIGN REVIEW BOARD REVIEW CRITERIA

Please respond to the following ONLY if your application is within the North Point Overlay.

Explain how your application meets the site design and streetscape standards required for the North Point Overlay. *Site Design and Streetscape standards for the North Point Overlay can be found at this link: [Unified Development Code §2.10.3\(B\)](#).*

Explain how your application meets the fenestration, pedestrian access, building materials, building facade, and building massing standards required for the North Point Overlay.

Building design standards for the North Point Overlay can be found at this link: [Unified Development Code §2.10.8](#).

Describe the type of Civic Spaces and/or Amenity Spaces that your application includes.

Open Space requirements for the North Point Overlay can be found at this link: [Unified Development Code §2.10.10](#).

Please list and describe the Eco District measures that your application includes.

Eco District Measures for the North Point Overlay can be found at this link: [Unified Development Code §2.10.11](#).

DESIGN REVIEW BOARD REVIEW CRITERIA

Please respond to the following ONLY if your application is within the Downtown Overlay.

Which of the following architectural design styles does your application include?

- | | | |
|---|---|---|
| <input type="checkbox"/> Georgian | <input type="checkbox"/> Shingle | <input type="checkbox"/> French Colonial |
| <input type="checkbox"/> Federal / Adam | <input type="checkbox"/> Folk Victorian | <input type="checkbox"/> French Eclectic |
| <input type="checkbox"/> Greek Revival | <input type="checkbox"/> Romanesque | <input type="checkbox"/> French New Traditional |
| <input type="checkbox"/> Neoclassical | <input type="checkbox"/> Italianate | |
| <input type="checkbox"/> Stick | <input type="checkbox"/> Tudor Eclectic | |
| <input type="checkbox"/> Queen Anne | <input type="checkbox"/> Beaux Arts | |

Please review the Downtown Overlay Architectural Style Requirements at this link: [Unified Development Code § 2.8.7\(D\)-\(R\)](#)

Describe how your application meets one (or more) of the above architectural design styles.

Please review the Alpharetta Downtown Design Guidelines at this link: [Alpharetta Downtown Design Guidelines](#)

List how your application aligns with or compliments the Alpharetta Downtown Design Guidelines.