

## CHECKLIST FOR APPLICATION TO DESIGN REVIEW COMMITTEE

**All items must be completed and submitted to Village Clerk 2 weeks prior to scheduled review of application.**

- \_\_\_ 1. Completed formal application for building permit.
- \_\_\_ 2. Completed formal application for design review.
- \_\_\_ 3. Blueprints or renderings of proposed project, including location, dimensions, colors. **Provide 10 copies.**
- \_\_\_ 4. Material sampler, can be photographs or sales pamphlets of materials to be used including color choices.
- \_\_\_ 5. A scale site drawing showing signage, utilities, dumpsters, landscape plantings, and any other items not listed but may impact the visual aesthetics of the project. **Provide 10 copies.**
- \_\_\_ 6. Fee of \$100.00

VILLAGE OF NEW GLARUS  
GREEN COUNTY

**APPLICATION TO THE DESIGN REVIEW COMMITTEE**

*Completed original application is to be submitted in full to Village Clerk's Office  
two weeks prior to scheduled review.*

Preliminary Review Date: \_\_\_\_\_ Final Review Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*A binder of swiss architectural design ideas is available to check-  
out for a \$30.00 refundable deposit from the New Glarus Village  
Clerk's office.*

Site Address: \_\_\_\_\_

Legal Description of site by lot, block and / or recorded subdivision or by metes  
and bounds: \_\_\_\_\_  
\_\_\_\_\_

Present zoning of site: \_\_\_\_\_

Proposed operation or use of the structure of site: \_\_\_\_\_

**Attachments Required:**

1. Formal Application for Building Permit.
2. Blueprints or renderings, including elevations clearly defining the construction, proposed location, dimensions and all colors accurately portrayed by submitting material samples and a colored rendering of the proposal. Plans and blueprints must be drawn to scale and clearly define the roofing materials and siding materials to be used or applied on all exterior walls and trims. *All materials including plans and blueprints submitted with this application will become the property of the Village.*
3. A scale site drawing showing the size of the property, the locations of fixtures, signage, utilities, dumpsters and existing improvements. Identify changes requested. Also include landscape plans indicating location and types of plantings and features, drawn to scale.

Optional comments by Building Inspector: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

