

*City of Decorah*

**C-3 COMMERCIAL DESIGN PLAN  
REVIEW AND APPROVAL APPLICATION**

Pursuant to Title 15 of the City of Decorah's Code of Ordinances, application is herein made for the review and approval of the development standards set forth for the Central Business District (C-3) within the City of Decorah.

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

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

Company: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner of Property (if different from Applicant): \_\_\_\_\_

Location of Property: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

*I have received a copy of the review standards and am providing all required submittal information.*

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*[To Be Completed by City of Decorah]*

Date Plan Submitted: \_\_\_\_\_

Fee: \$50.00 - Date Paid: \_\_\_\_\_

\_\_\_\_\_  
Date of DHPC Review                      Historic Preservation Commission Action

\_\_\_\_\_  
Date of P&Z Review                      Planning & Zoning Commission Action

\_\_\_\_\_  
Date of Council Review                      City Council Action

**CITY OF DECORAH**  
**C-3 DESIGN CRITERIA REVIEW AND APPROVAL CHECKLIST**  
**C-3 Central Business Commercial District Zoning Overly**

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

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

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

*The following checklist follows section 15.04.040 of the City Code – Design Criteria.  
 Each item must be addressed or submitted during the project application review.*

REQUIREMENT	COMMENTS
<b>A</b> - Demonstration and compliance with existing site plan approval procedures of the municipal code of the city of Decorah;	
<b>B</b> - Building design information including the following:	
1 - Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration. All visible elevations must be presented for all of the following categories.	
2 - Accurate detailed drawings or photographs showing existing conditions of the building and relationship of new construction or alteration to existing buildings,	
3 - Accurate, detailed, scale drawings of site plan,	
4 - Samples, specifications and/or photos of proposed materials; i.e., doors, windows, grills, brick, stone, trim, handrails, fencing, etc.,	
5 - Specifications/cut sheets and locations for all mechanical equipment, trash bins and other infrastructure,	
6 - Thorough narrative explaining the scope of the work proposed,	
7 - Accurate, detailed, scaled drawings or sections for trim and finish work,	
8 - Roof drainage plan or narrative;	
9 - Historic photographs of the building	

<b>C - Sign information including the following:</b>	
1 - Accurate, scaled rendering of proposed sign or photograph, if already existing,	
2 - Specification and/or sample of material,	
3 - Dimensions of proposed signs, including letter height and full dimensions,	
4 - Photograph or accurate, scaled drawing of building elevation(s) showing location(s) of wall signage, window signs, entrance signs and all other attached signage,	
5 - Photograph or accurate scaled drawing showing location of freestanding signs on the site,	
6 - Type and location of all lighting fixtures for sign illumination, including lumens,	
<b>D - Outdoor fixtures information including the following:</b>	
1 - Accurate, scaled drawings and location of fences, screening, benches, seating, tables, ornamentation, flag poles or other outdoor fixtures,	
2 - Manufacturer's cut sheets for all outdoor fixtures and/or poles,	
3 - Accurate, scaled site plan showing planter boxes, tree grates or other landscaping or ornamental vegetation;	
<b>E - Exterior lighting information including the following:</b>	
1 - Accurate, scaled site plan showing number and location of proposed site lighting,	
2 - Manufacturer's cut sheets and/or photos for all exterior lighting fixtures and/or poles,	
3 - Type of bulb and intensity for each fixture,	
4 - Accurate, scaled drawings or photographs of building elevations with wall-mounted lights; lights;	

<b>F - Awnings/canopies information including the following:</b>	
1 - Photo or brochure showing proposed design,	
2 - Color sample and swatch of proposed material,	
3 - Photograph or accurate, scaled drawing of building showing location of awning and its relationship to existing structures.	
<b>G - Door and window information, including the following:</b>	
1 - Photo or brochure showing proposed design,	
2 - Color sample and swatch of proposed material,	
3 - Photograph or accurate, scaled drawing of building with door and window placement.	