

*City of Decorah*

**C-3 COMMERCIAL DESIGN –  
PLAN REVIEW APPLICATION FOR APPROVAL**

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.

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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***I have received a copy of the Review Standards, and Decorah Historic Design Guidelines for Buildings in Decorah’s Commercial District and am providing all required submittal information on the following checklist.***

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

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*[The Following To Be Completed by City of Decorah]*

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

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

\_\_\_\_\_  
Date of BOA Review                      Board of Adjustment Action

\_\_\_\_\_  
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 PLAN DESIGN REVIEW CRITERIA CHECKLIST FOR APPROVAL  
C-3 Central Business Commercial District Zoning Overlay**

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

Submittal 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. Applicant must demonstrate compliance with all existing site plan approval procedures of the municipal code of the City of Decorah.*

REQUIREMENT	COMMENTS
<b>A – Submitted Building design information must include the following:</b>	
1 - Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration. All visible elevations must be presented.	
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, (see section C; #1)	
4 - Samples, specifications and/or photos of proposed materials (if not specified on drawings); i.e., doors, windows, grills, brick, stone, trim, handrails, awnings, building signage, 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	
10. Locations and dimensions of all proposed signage	

**B - Outdoor accessories information including the following:**

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;

**C - Exterior lighting information including the following:**

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;