

DOWNTOWN DESIGN STANDARDS REVIEW COMMITTEE APPLICATION



This application, guidelines, and ordinance can be found on the City of La Porte's website at www.cityoflaporte.com, under Community Development & Planning webpage. Information required in this checklist must be received by the Office of Community Development & Planning (for the Department of Engineering and Building Services). Provide six (6) copies. Request received will be processed electronically. A Committee meeting will be held with a majority of Committee Members, if electronic processing is unsuccessful. Applicant will be notified with Committee's decision.

Date

Project Location

Owner's Name

Phone Number

General Contractor / Project Manager

Phone Number

Address

City / State / Zip

Email Address

Fax Number

Architect

Phone Number

Address

City / State / Zip

Email Address

Fax Number

Description of Project

Estimated Start Date

Estimated Completion Date

Estimated Project Cost

Proposed Use
(Office, Retail, Restaurant, Residential)

Please classify your project.

Minor Rehab: Window repair/reconstruction, awning, removal of inappropriate materials, painting, signage

Moderate Rehab: New storefront, window replacements, masonry repair / replacement

Major Rehab / reconstruction: Removal of inappropriate or deteriorated materials and redesigning the façade based on the existing original elements

Please include the following information.

ALL this information (as applicable) **MUST** be included for application consideration, or the application will be returned.

Photo of the building

Detail shots of specific areas of work

Paint color samples for any exterior painting

Three (3) color / samples of canvas awning material ranked by preference, 1st, 2nd, and 3rd **

Picture of proposed awning

Architect drawing of the proposed storefront with supporting manufacturers materials

For windows, manufacturer's material (window style, picture or brochure, and trim color)

Drawing and colors of proposed sign

Drawing, brochure of any exterior lighting

Drawing and any type of proposed landscaping

**** Metal awnings are not allowed unless there is historical significance.
Plastic lite or non-lite awnings are not allowed.**

Owner's Signature

Owner's Agent Signature

FOR INTERNAL USE ONLY

Application Received On:

Application Received By:

Approved

Denied

Approved with conditions:

City Engineer Signature

Date