



Design Review Board Application

Town of La Plata
305 Queen Anne Street • P.O. Box 2268
La Plata, MD 20646
301-934-8421 Fax: 301-934-3965
www.townoflaplata.org

Date Stamp

File Number: _____ (To be completed by the Town of La Plata)

Date: _____

Property Address: _____

Owner: _____

	Name	Address	Phone	E-mail
Applicant:	_____	_____	_____	_____
	Name	Address	Phone	E-mail

Zone: _____ Use: _____

Project Description

- New Construction
- Addition
- Exterior Renovation
- Accessory Storage
- Signage
- Common Sign Plan
- Other: _____

Building Height: _____ **Square Footage:** _____ **# Tenants:** _____

Building Frontage*: _____

Please provide the applicable information below:

Siding:	<input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Other: _____ Color: _____ # _____
Roof:	Material: _____ Architectural Style: _____ Color: _____ # _____ Pitch: _____
Foundation:	<input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____ Height: _____ Color: _____ # _____
Fence:	Material: _____ Color: _____ # _____ Height: _____
Utility Screening:	Material: _____ Color: _____ # _____ Height: _____

Dumpster Screening:	Material: _____ Color: _____ # _____ Height: _____ Location: _____
Outdoor Lighting:	Type: _____ Height: _____
Windows:	Glass Color: _____ Faux Windows: <input type="checkbox"/> Yes <input type="checkbox"/> No
Shutters:	Material: _____ Color: _____ # _____
Doors:	Material: _____ Color: _____ # _____
Trim:	Material: _____ Color: _____ # _____
Awnings:	Material: _____ Color: _____ # _____ Size: _____ Illuminated <input type="checkbox"/> Yes <input type="checkbox"/> No
Signs:	Number of Signs Proposed: _____
Sign #1 - _____	_____ # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Type Size Material Color Illuminated
Sign #2 - _____	_____ # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Type Size Material Color Illuminated
Sign #3 - _____	_____ # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Type Size Material Color Illuminated
Sign #4 - _____	_____ # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Type Size Material Color Illuminated
Sign #5 - _____	_____ # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Type Size Material Color Illuminated

Existing Common Sign Plan: Yes No (Previously Master Sign Plan)

Proposed Common Sign Plan: Yes No (Submit with application)

* **BUILDING FRONTAGE**—The linear length of the building facade where the primary entrance faces a public street or a parking area.



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A. Filing Instructions:

1. Prior to submitting your application package, we encourage applicants to consult with the Town Staff for a preliminary review of the project or signage.
2. Applicants for property within the Commercial Highway Zone, Central Business Transition Zone or Central Business Zone must:
 - a) Complete and submit **1 electronic copy** of the application (**Pages 1 and 2 only**) for the Design Review Board along with required supporting materials.
 - b) Receive approval from the Design Review Board.

B. Required Supporting Materials: Submit 1 electronic copy of the following:

1. Site plan showing building location, service areas, dumpster location, parking, and circulation, lighting, fencing, screening and adjacent structures and roadways. (24" x 36" or larger)
2. Building elevations, in color, that are drawn to scale and clearly show all sides, proposed dimensions, materials, and colors. (11" x 17" or larger)
3. Sign design, in color, showing site location, dimensions, square footage calculations, materials, lighting, and master sign plan if required. For detached signs, provide an elevation showing the relationship of the sign to the building or provide a photograph if an existing sign is being used. (8 ½" x 11" or larger)
4. Landscape plan with a plant list including identification of species for trees, shrubs, groundcovers, and perennials. (24" x 36" or larger)
5. Written responses to all applicable sections of the Community Design Guidelines, for the C-H, C-B, or CB-T Zone explaining how the proposed project meets the guidelines.

C. Town of La Plata Commercial Community Design Guidelines:

The following projects in the Commercial Highway, Central Business and Central Business Transition District require approval by the Design Review Board:

1. New commercial, office, industrial, institutional and residential buildings; components of new buildings such as windows, doors, decorative elements and canopies; and orientation of new buildings with streets, pedestrian throughways, public amenities, and adjacent buildings;
2. Additions to or remodeling of existing commercial, office, industrial, institutional and residential buildings;
3. New fences and changes to existing fences;
4. The design, materials, lighting, size and color of new commercial signs and changes to existing commercial signs.

Central Business and Central Business Transition District Community Design Guidelines

[https://townoflaplata.org/vertical/sites/%7BC5944482-8A4A-48D0-B56C-BE347B799FF3%7D/uploads/TOLP_CB_Guidelines_-_August_2011_\(Adoption\).pdf](https://townoflaplata.org/vertical/sites/%7BC5944482-8A4A-48D0-B56C-BE347B799FF3%7D/uploads/TOLP_CB_Guidelines_-_August_2011_(Adoption).pdf)

Commercial Highway Community Design Guidelines

[https://townoflaplata.org/vertical/sites/%7BC5944482-8A4A-48D0-B56C-BE347B799FF3%7D/uploads/TOLP_CH_Guidelines_-_August_2011_\(adoption\).pdf](https://townoflaplata.org/vertical/sites/%7BC5944482-8A4A-48D0-B56C-BE347B799FF3%7D/uploads/TOLP_CH_Guidelines_-_August_2011_(adoption).pdf)

D. Presentation Materials” (Bring to DRB Meeting)

1. Samples of proposed materials and colors.
2. Presentation boards with colored renderings or Power Point Presentations are recommended.

Applicants are required to submit their application with the attached plans to the Town of La Plata’s Staff **at least four (4) weeks before their desired meeting date**. If applicants do not give the Town all the required materials within the required deadline, the applicant will be considered for the next regularly scheduled Design Review Board meeting.

The Design Review Board meets the **2nd Wednesday** of every month at 9:00 AM at the La Plata Town Hall. Additional meetings will be scheduled, at the Boards discretion, as needed to process applications.