

City of Lodi Architectural Design Review Application

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ www.cityoflodi.us ◆

All new construction, additions, and remodeling for commercial, industrial, institutional, two-family residential, and multiple-family residential uses shall comply with the Design Guideline Ordinance (§ 340-20, reprinted on the back of this application). Architectural Design Review Applications are classified as either Minor or Major Projects based on the scope of work. Minor Projects may be administratively approved by the Zoning Administrator within 10 working days of submittal of a completed application and \$100 permit fee. Major Projects require are approved by the City of Lodi Plan Commission. The Plan Commission meets on the second Tuesday of the month at 6:30 p.m. in the Council Chambers of Lodi City Hall. This form must be submitted with the application fee (\$250) one hard copy, and one digital version of the items listed in the checklist below at least 14 days prior to the Plan Commission meeting for staff review and agenda placement. The review process for both a Minor and Major project will not begin until an application is determined to be complete and the appropriate fee is paid to the City Clerk. If you have any questions about Design Review requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or stremlett@msa-ps.com.

Owner Name(s):		
Applicant Name (if different than above):		
Project Address:	Parcel #:	Zoning:
Applicant Address (if different than above):		
Applicant Phone:	Applicant Email:	

Project Description: _____

Design Review Submittal Checklist		
	Design Review Application (this page)	Please bring sample materials to be used on the project to the Plan Commission, if they are available. If any of the items at right are not applicable to your project, please mark "n/a" in the checkbox and explain why the item does not apply to your project in the project description above.
	\$250 Fee (Major Project) \$100 Fee (Minor Project)	
	COLOR Building Elevations (one hard copy)	
	Site Plan (one hard copy)	
	Lighting Plan (one hard copy)	
	Landscape Plan (one hard copy)	

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only		
Date Received:	To Appear before Plan Commission on:	Paid?
Application Approved by Zoning Administrator (Minor Project):		Date:
Plan Commission Decision (Major Project): <input type="checkbox"/> Denied <input type="checkbox"/> Approved Subject to:		

§ 340-20. Design guideline requirements.

- A. Title. This section of this chapter shall be referred to in this Code as the "Design Guideline Ordinance."
- B. Applicability. All new construction, additions and remodeling for commercial, industrial, institutional, and multiple-family residential uses shall comply with the Design Guideline Ordinance and shall advance the vision, goals, objectives, and policies of the City's Comprehensive Plan and Main Street Corridor Plan as applicable.
- C. Guiding principles.
- (1) Buildings shall be designed to present an inoffensive exterior appearance and to meet generally accepted taste and community standards.
 - (2) Building design shall not have an exterior appearance which is so similar to those within reasonable proximity as to create an excessive monotony.
 - (3) Exposed facades shall be constructed or faced with a finished material which is aesthetically compatible with other nearby facades or which presents an attractive appearance to the public and to the surrounding properties.
- D. Design guidelines. The following design guidelines are established for all development to which this chapter applies.
- (1) Building design.
 - (a) Architectural style is not restricted; style of structures, however, should be consistent with the surrounding area.
 - (b) The composition of major building elements, such as massing, roof lines, colors and materials, should complement and contribute to a desirable community identity.
 - (c) Colors should be harmonious and relate to the overall site and to the City as a whole.
 - (2) Exterior lighting.
 - (a) Exterior lighting should not shine on or adversely impact neighboring properties or streets.
 - (b) Exterior lighting components, such as fixtures, standards and exposed accessories, should be consistent with the overall site design.
 - (c) The height of exterior lighting fixtures should be compatible with the scale of adjacent buildings.
 - (3) Guidelines for landscaping.
 - (a) Landscape design should be integrated with the overall site plan.
 - (b) Landscape design should include street frontages, parking areas and buffer yards used as screening for adjoining properties.
 - (c) Terrace/street trees should be planted to provide a street frontage buffer.
- E. Permits, Fees and Approval of Designs.
- (1) Forms. Permits shall be on forms as prescribed by the City and shall include sufficient information, images, and diagrams in order for the City to determine compliance with this section.
 - (2) Fees. Fees for design review shall be set from time to time by the Common Council by resolution. Fees shall be paid to the City Clerk at the time of submittal of the permit forms.
 - (3) Minor Projects. Permits for minor projects consisting of additions or remodeling of existing buildings, which consist of less than 50% in area of the square footage of the existing building, shall be reviewed and approved by the Zoning Administrator. The Zoning Administrator may, at his or her discretion, refer the permit approval to the Plan Commission.
 - (4) Major Projects. Permits for major projects consisting of new construction or expansions of existing buildings in excess of 50% in area of the square footage of the existing building, shall be reviewed and approved by the Plan Commission.

Note: Depending upon the nature of the project a Development Review permit ("site plan" review) may also be required and will require a separate application. Applicants seeking approval for signage should also submit a sign application (see separate application form for signage) that complies with Chapter 278 of Lodi Ordinances.