Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

☐ General Land Use Application Form

☐ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.

☐ Plot plan or site layout, including all improvements drawn to scale

☐ Elevations (all sides of proposed building or project) drawn to scale

☐ Photographs showing all sides of existing structures

☐ Photographs showing adjoining properties, buildings and structures

☐ Material samples

☐ Color samples

☐ Explanation and location of any building or structure to be demolished or removed

☐ Location of trees and other natural features

☐ Utility locations and connections

☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)

☐ Fire sprinkler and fire safety components

☐ Landscape plan

☐ Lighting plan and lighting fixtures

☐ Signage (if applicable)

☐ Additional information requested by Zoning Administrator

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