

**TOWNSHIP OF RADNOR
DESIGN REVIEW BOARD**

TOWNSHIP USE ONLY	
APPLICATION NO: _____	
FEE PAID: _____	RECEIVED: _____

APPLICATION FORM

GENERAL INFORMATION: Meetings of the Design Review Board are held the **second Wednesday of each month at 6:00 P.M. in the Township Municipal Building. All applicants must attend this meeting.** Application must be filed with the Department of Community Development, along with all required information and appropriate fees, a minimum of **twenty-one (21)** calendar days prior to the meeting. **Incomplete or late applications will not be accepted.** Applicants are encouraged to obtain and review a copy of Ordinance No 91-14 (Sign Code) and/or Ordinance 91-32 (Design Review); available in the Department of Community Development.

Please refer to the Consolidated Fee Schedule, as amended, on our website at www.radnor.org for a copy of our current fees.

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

IS THIS BUILDING STAND ALONE OR ATTACHED TO ANOTHER BUILDING?

MAILING ADDRESS: (if different than above): _____

TELEPHONE NO: (_____) _____ - _____ Email: _____

PROPERTY OWNER: _____

SIGN MANUFACTURER / CONTRACTOR / ARCHITECT:

ADDRESS: _____

TELEPHONE: (_____) _____ - _____

Please provide a detailed description of proposal:

Signs (check all that apply):

- | | | |
|---|------------------|-------|
| <input type="checkbox"/> Ground Sign | How many? | _____ |
| <input type="checkbox"/> Wall Sign | How many? | _____ |
| <input type="checkbox"/> Freestanding Sign | How many? | _____ |
| <input type="checkbox"/> Window Sign | How many? | _____ |
| <input type="checkbox"/> Awning | How many? | _____ |

Submission requirements (All of the following, that apply, MUST be submitted with application):

- Site plan drawn to scale - **6 copies** (max. size 24" X 36")
- Colored rendering of sign (*drawn to scale & include material type*)- **6 copies**
- Paint chip or exact color number to be used- **required.**
- Current photographs of site showing existing building and signage – **6 copies**
- Lighting Plan (including fixture detail; light cuts) - **6 copies**
- Landscape Plan (including types) - **6 copies**
- Attachment Plan - **6 copies**
- Sign Area Compliance Calculations - (calculations demonstrating compliance with sign area regulations in Zoning Ordinance) - 6 copies**
- Electronic submission in PDF form**

Other (check all that apply):

- Façade Renovation**
- Building Addition/Accessory Structures**
- New Building**
- Telecommunication Antennas**

Submission requirements (All of the following, that apply, MUST be submitted with application):

- Site plan drawn to scale - **6 copies** (max. size 24" X 36")
- Building elevation drawn to scale - **6 copies** (max. size 24" X 36")
- Colored rendering - **6 copies**
- Landscape plan - **6 copies** (max. size 24" X 36")
***Note* Removal of trees may need to be reviewed by the Shade Tree Commission. Please refer to Chapter 263 in the Township Code.**
- Lighting plan - **6 copies**
- Current photographs of site – **6 copies**
- Material sample
- Electronic submission in PDF form**

OUTDOOR DINING:

Submission requirements (All of the following **MUST** be submitted with application):

- A detailed/sketched site plan on 8 ½ x 11 paper, but not to exceed 24 X 36.
All sidewalk obstruction shall be noted and detailed dimensions shall be clearly shown - **6 copies**
- A photograph of your proposed Outdoor Dining area. - **6 copies**
- A photograph or vendor specification of proposed furniture. - **6 copies**
- A photograph or vendor specification of proposed barrier and detail of how far it will extend onto the sidewalk - **6 copies**
- Description of proposed outdoor furniture which must include quantity, colors, materials, types of the following; chairs, tables, umbrellas, heaters, barriers. - **6 color copies**
- Electronic submission in PDF form**

NOTE: All information must be separated into 6 individual packets. Please be sure ALL items on checklists are included in application packets. If all items are not included, the application will NOT be accepted.

I hereby certify that I am the legal owner of the subject property as set forth in this application:

DATE

PRINT NAME

SIGNATURE

I hereby certify that I am the legal representation and/or agent for the owner of the subject property as set forth in this application:

DATE

PRINT NAME

SIGNATURE

NOTE: Applications will not be reviewed without applicant's presence at the meeting. Failure to appear shall result in denial of application.