

Design Approval Application Process Downtown Redevelopment Area

Exterior renovations and/or changes to property in the Downtown Redevelopment Area (refer to map) require a two-step Redevelopment approval process. Examples of exterior changes include, but are not limited to: new construction, demolition, building additions, façade renovations, changes in parking lots, landscaping, curb cuts, drainage and new signage or changes to signage.

The **first step** in the Design Approval process is to **contact**:

Redevelopment Specialist
Department of Metropolitan Development (DMD)
Room 306 Civic Center Complex
Evansville, Indiana 47708-1869
(812) 436-7823

Fill out a Design Approval Application form and gather supporting documentation including:

- **Photograph of existing conditions** including an “establishing shot” (photo of **building/site w/respect to the surrounding building/landscape**)
- **Dimensions, details of proposed change including location and position on building**
- **Site plan or an illustration of proposed change including view of the changes with respect to the entire building/site and the surrounding area – “establishing shot”**
- **Samples of colors and/or materials to be used**

Submit 3 paper copies or 1 electronic (email) copy of the complete application packet to DMD one week prior to the scheduled Design Review Committee meeting. (Please refer to a current list of meeting dates.) The Committee generally meets the second and fourth Tuesday of each month. The applicant must attend the Design Review Committee meeting. The Committee forwards a written recommendation to the Evansville Redevelopment Commission.

The **second step, if changes are made during the during the Design Review Committee**, is to submit 3 additional copies of the complete application packet, incorporating any changes resulting from consultation with the Design Review Committee, to DMD one week prior to the scheduled Evansville Redevelopment Commission meeting. (Please refer to a current list of meeting dates.) The Committee generally meets the first and third Tuesday of each month. The applicant must attend the Redevelopment Commission meeting.

All applications are subject to review and approval by the Evansville Redevelopment Commission. Approval by the Commission **does not** exempt an applicant from any other required permitting or approvals. Please contact the Area Plan Commission, Room 312 Civic Center, 812-435-5226 and/or the Building Commission, Room 310 Civic Center, 812-436-7879 for required permits.