

# Signal Mountain Design Review Committee

## Project Submittal and Review Guide

This handout will provide you with an overview of the Signal Mountain Design Review Commission (DRC) process, submittal requirements, and public hearing information. Depending on your project, additional review by the Town's boards or the Town Council may be required.

### WHAT IS THE REASON FOR THIS REVIEW?

The Design Review Commission is a seven-member volunteer board appointed by the Signal Mountain Town Council. The DRC is charged with reviewing non-residential development and renovation projects and residential Planned Unit Developments including signage and demolitions. The Commission is charged with ensuring that the design of construction, repair, or rehabilitation projects in the town are completed in a way that enhances and does not adversely affect the character of the Town of Signal Mountain and that they emphasize a positive pedestrian experience. The Town of Signal Mountain created Design Guidelines for the following purpose:

- Promote the civic welfare of the Town of Signal Mountain;
- Maintain and enhance the property values and taxable property in the Town;
- Provide for the protection and preservation of buildings, structures and places of historic value;
- Promote design that is compatible with the character of Signal Mountain as adopted in the most recently adopted land use plan;
- Protect the Town and neighboring landowners from potential negative impacts that commercial developments may have on the environment and on the quality of life currently enjoyed by residents.

### STEP 1: CONTACT SIGNAL MOUNTAIN TOWN HALL

Signal Mountain's Building Official will provide you with the dates of the application deadline and the public hearing. These meetings generally fall on the fourth Tuesday of the month at 6:00 pm. They are held at the Signal Mountain Town Hall, 1111 Ridgeway Avenue. You will also receive a copy of the application and the submittal requirements. As submittal requirements vary depending on the scope and scale of the project, it is beneficial to discuss the requirements of the project as soon as possible.

### STEP 2: SCHEDULE PRELIMINARY REVIEW

This step is highly recommended as it saves time for the applicant and helps to ensure that the DRC has appropriate information to review. Once you have become familiar with the general requirements of the property, you should develop a basic proposal and schedule an appointment with the S.M. DRC staff. At this meeting, the staff can identify potential problems and suggest changes that will bring the proposal closer to a form that will meet the requirements of the S.M. DRC.

### STEP 3: SUBMIT SUPPORTING MATERIALS TO STAFF

Check the calendar for the deadline for submission of materials. Also use the 'Submission Checklist' form to be sure and submit materials in the correct form and quantity.

### STEP 4: ATTEND THE S.M. DRC MEETING

You or your representative need to attend the meeting in order to present an overview of the project and answer questions. If this is an architect-designed project, it may prove helpful to have the architect present. Consult with S.M. DRC staff for guidance. For more information on the meeting itself, please review the information sheet entitled submittal requirements and the SM Design Review Guidelines.

# Design Review Application

Town of Signal Mountain, Tennessee  
1111 Ridgeway Avenue, Signal Mountain, Tennessee 37377  
Phone: (423) 886-2177 • Fax: (423) 886-2939 • Info@TownofSignalMountainTN.gov

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TO BE FILLED OUT BY APPLICANT

TAX MAP NUMBER:

PROJECT STREET ADDRESS:

PROPERTY OWNER NAME:

APPLICANT NAME:

ORGANIZATION/BUSINESS:

APPLICANT PHONE NUMBER:

APPLICANT MAILING ADDRESS:

APPLICANT EMAIL ADDRESS:

BRIEF PROJECT DESCRIPTION: \_\_\_\_\_

DRC REVIEW IS NEEDED FOR *(please check all that apply)*:

- New construction
- Exterior remodel/renovation to an existing building
- New sign
- Planned Unit Development
  - Has the Planned Unit Development received Preliminary or Final approval? \_\_\_\_\_
- Moving a structure
- Demolition
- Other \_\_\_\_\_

THE FOLLOWING ELEMENTS ARE PART OF THIS PROPOSAL *(please check all that apply)*:

- Landscaping
- Parking/Circulation
- Lighting
- Signage

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APPLICANT SIGNATURE

DATE:

Note: All Design Review Commission meetings are public hearings and are held at the Signal Mountain Town Hall, 1111 Ridgeway Avenue.

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TO BE FILLED OUT BY TOWN STAFF

DATE RECEIVED:

MEETING DATE:

APPLICATION FEE:

CURRENT ZONING:

IS APPLICATION COMPLETE AND ALL SUBMITTAL REQUIREMENTS MET?

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Signal Mountain Design Review Commission Action

Date: \_\_\_\_\_

Action:

- Deny
- Defer for further information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Approve (all or part):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional notes for staff:

\_\_\_\_\_  
\_\_\_\_\_

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Board Chairperson

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Date

**These notes are provided  
for general guidance.  
Please refer to adopted  
meeting minutes for  
details.**

## SUBMITTAL REQUIREMENTS

Cases will not be placed on the Design Review Commission agenda until the following basic requirements are met and the submittal packet is deemed complete by the Town's Building Official.

- FEE
  - Please call the Town of Signal Mountain for current fee.
- APPLICATION
  - Applications must be submitted in person by either the owner or the owner's designated agent.
  - All applications must be accompanied by a written description of the request(s). The description may be brief but must include information on existing conditions and each element of the overall project.
  - One (1) paper copy and one (1) PDF file OR 9 paper copies of ALL printed materials are required. A graphic scale is required for all scaled drawings.
- APPLICABLE INFORMATION
  - See following section for required information. One (1) paper copy and one (1) PDF file OR 9 paper copies of ALL printed materials is required. A graphic scale is required for all scaled drawings.

**The following additional information is required depending on scope of project.**

*Note: The Town Building Official may allow exemptions from certain requirements if those items are deemed unnecessary.*

**SIGNS:**

1. Scaled drawings for proposed signs
  - a. Drawings for wall signs should include a scaled drawing of the facade(s) on which the sign(s) will be placed.
  - b. For free-standing signs, a site plan should include the location of signs and the relationship to existing buildings and other site features on the property.
2. Fully labeled color photographs of the property and signage locations.
3. A list of proposed materials and colors, including manufacturer's specifications. If possible, materials/samples should be brought to the meeting.
4. Information illustrating the design and type of lighting, if any.

**ALTERATION OF AN EXISTING BUILDING/STRUCTURE:**

(Additional submittal information as detailed under Signs and Site Design, Parking, Plazas, and Landscape may be required depending on scope of project.)

1. Scaled drawings, or a written narrative for simpler projects, indicating the extent of the proposed alteration.
2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
3. A list of proposed materials. If possible, materials/samples should be brought to the meeting.
4. Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.
5. If alteration substantially changes the appearance of the structure, building elevations for impacted facades are required.

**ADDITION TO AN EXISTING BUILDING/STRUCTURE:**

(Additional submittal information as detailed under Signs and Site Design, Parking, Plazas, and Landscape may be required depending on scope of project.)

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
2. Building elevations for all sides. Drawings for additions should illustrate the relationship to the existing structure. Drawings should show the relationship to buildings on the property and adjacent lots.
3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
4. A list of proposed materials. If possible, materials/samples should be brought to the meeting.
5. Information illustrating the design and type of lighting and trim details.
6. Location and screening of service areas.
7. Landscape planning showing areas where existing vegetation has been preserved and indicate type, size, number and location of all new landscape and plant material.
8. Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

**CONSTRUCTION OF NEW BUILDING/STRUCTURE:**

(Additional submittal information as detailed under Signs and Site Design, Parking, Plazas, and Landscape may be required depending on scope of project.)

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
2. Building elevations for all sides. Drawings should show the relationship to buildings on the property and adjacent lots.
3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
4. A list of proposed materials.
5. Information illustrating the design and type of lighting and trim details.
6. Landscape planning showing areas where existing vegetation has been preserved and indicate type, size, number and location of all new landscape and plant material.
7. Location and screening of service areas.
8. Other information needed to explain your request.

**SITE DESIGN, PARKING, PLAZAS, LANDSCAPE:**

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.
2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors.
3. Fully labeled color photographs of the property and surrounding properties
4. Information illustrating the design and type of lighting and other design elements.
5. Location of interior roads (if applicable).
6. Location of existing and proposed pedestrian facilities (if applicable).

**PLANNED UNIT DEVELOPMENTS:**

1. Applicants shall submit a Preliminary Planned Unit Development Plan as required for review also by the Signal Mountain Planning Commission per the Signal Mountain Zoning Ordinance

**DEMOLITIONS:**

1. If applicable, a professional assessment of the structural condition of the building by a qualified architect, structural engineer, or construction contractor.
2. Any plans for replacement of the building or redevelopment of the site including parking, signage, and landscaping.