

CITY OF RIVER FALLS, WISCONSIN

Certificate of Design Review Approval (CDRA) Application

Please return completed application to:

City of River Falls
Planning Department
222 Lewis Street
River Falls, WI 54022
Tel: (715) 425-0900
Fax: (715) 425-0915

FOR PLANNING OFFICE USE ONLY		
Application /File Number	Date Received	Assigned To
Zoning		PIN No.
Planning/Administration Costs:		
\$100 Base Fee Date Received		\$50 Per Hour Additional Fees/Date Received
Hearing Dates (If appealed)		
DRC		RFCC

CERTIFICATE OF DESIGN REVIEW APPROVAL (CDRA)

What is a CDRA?

- A CDRA is a permit that allows business and/or property owners to undertake exterior modifications in the Downtown Overlay District. It allows the City the opportunity to review proposed downtown modifications to ensure that they comply with the standards established for each of the design districts.

Why is a CDRA necessary?

- By developing the standards established in Chapter 17.68 of the City Code (Downtown Overlay District), the City can ensure high quality design of development and redevelopment in the City so unique and historic properties are preserved or restored correctly, that there is coordinated design of new and existing building exteriors and that adverse impacts on adjacent properties from buildings which detract from the character and appearance of the district are minimized. It is the ultimate goal that these design standards will aid in improving the overall economic viability of the district.

Who Needs a CDRA?

- All nonresidential and mixed-use properties within the Downtown Overlay District must receive a CDRA from the City of River Falls prior to undertaking any exterior modifications. Properties used exclusively for residential purposes are exempt.

When is a CDRA required?

- A CDRA is required for all new building construction, any exterior alterations or additions to existing buildings, all new parking lots and their landscaping, all new signage and changes to existing color. Examples of work requiring a CDRA is installing a new style of window or door, painting the building a new color, installing new signage, or putting new materials on the exterior.

When is a CDRA not required?

- Maintenance of the exterior of an existing structure such as repainting, re-roofing or residing where similar to the existing materials and colors are used and parking lot expansions not exceeding 25% of the gross square footage of the existing lot do not require a CDRA.

What do I need to submit?

- Complete the attached application and submit all necessary materials to the Planning Department. For example, if you are proposing to renovate a store façade, architecturally scaled building elevations need to be submitted as well color renderings and sample building materials. There is no fee associated with a CDRA. However, if you are appealing an administrative decision or making a request outside the guidelines (Special Use Permit) a base fee of \$100 plus \$50 per hour will apply. This fee is charged for staff time required to research and prepare the report for the Design Review Committee's review. Also, all sign work does require a sign permit. If you are doing sign work, a sign permit application needs to be submitted. There is a \$25 fee for a temporary sign permit and a \$62.00 fee for a permanent sign permit.

What is the process and how long does it take?

- Planning Director or their designee will review the application.
- The Planning Director has 15 days to review the application to determine compliance with the design review standards. The Planning Director may extend the review process an additional 15 business days if necessary. The Planning Director can approve, approve with conditions, or deny the application.
- In the event the Planning Director denies the application, the applicant can resubmit the application bringing the request into compliance with the design review standards or appeal the decision within 30 days after the date of said decision to the Design Review Committee (DRC), the DRC meets the second Monday of every month at 3:00 in Room A-4 of City Hall.
- If denied by the DRC, the applicant may appeal the DRC's decision within 30 days after review to the City Council.

***Persons applying for a CDRA are strongly encouraged to discuss their proposal with the Planning Department.**

CITY OF RIVER FALLS

Department of Planning & Community Development
222 Lewis Street
River Falls, WI 54022
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CERTIFICATE OF DESIGN REVIEW APPROVAL APPLICATION

PLEASE TYPE OR PRINT CAREFULLY

Name of Business (if applicable): _____

Applicant's Name: _____

Owner's Name (if different): _____

Property Address: _____, River Falls, WI 54022

Mailing Address (if different): _____

Check All That Apply

Design District: Central Business District Transitional District

Construction Activity: New Construction Signage Window/Door Awning
 Mechanical Equipment Parking Lot Outdoor Storage/Waste Facilities
 Outdoor Seating Painting Other _____

Other Activity: *Appeal Staff Decision *Special Use Permit Request *See Fee Required Below

Briefly Describe Construction Activity:

Materials Submitted: Building Elevations Parking Lot and Landscape Plan Sign Elevations
 Photographs Colored Renderings Material Samples
 Color Pallets Sign Schematic Other _____

*Planning/Administration Costs: Base Fee \$100 + \$50 per hour

Applicant's Signature Date Applicant's Telephone Number

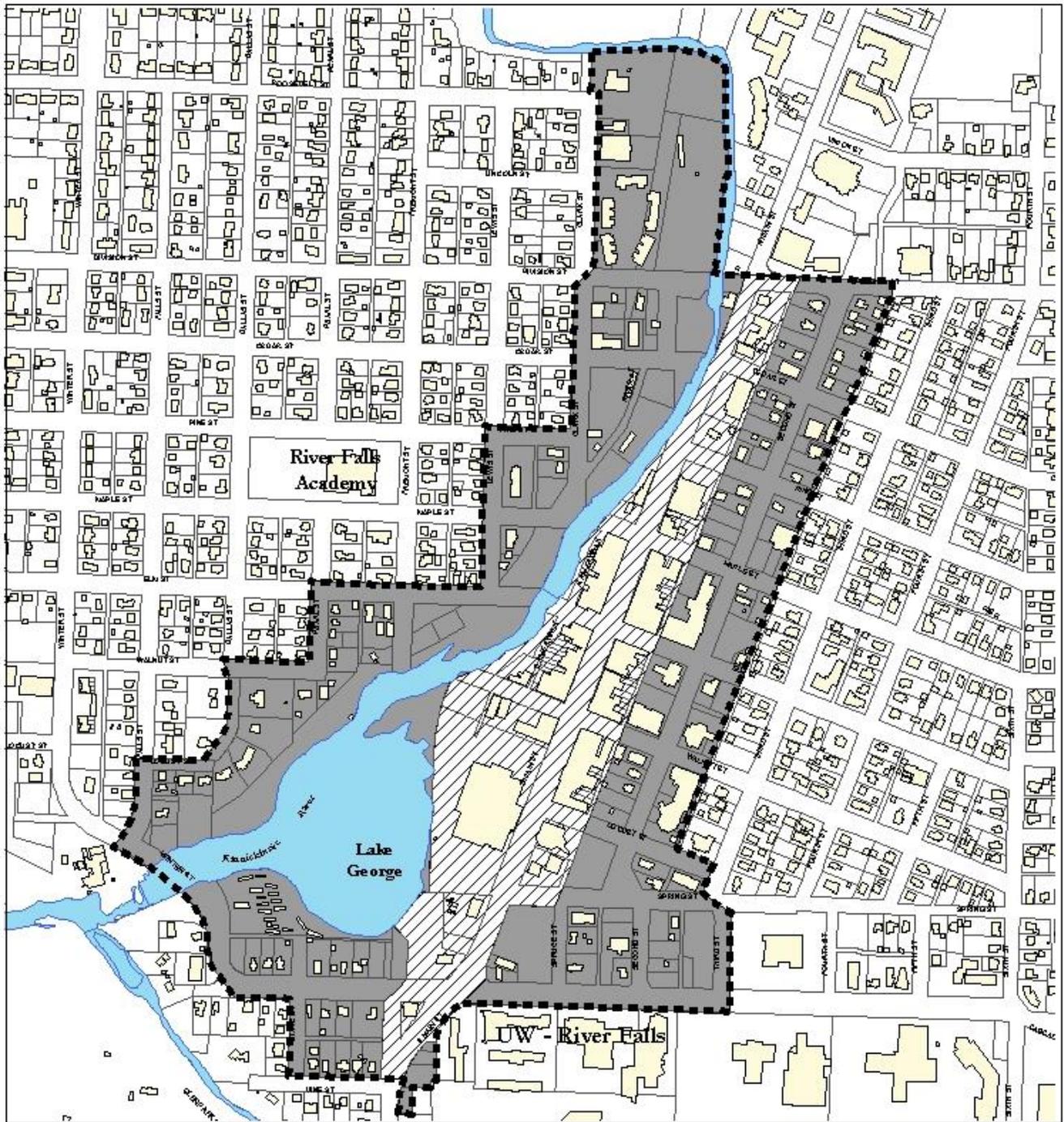
Owner's Signature (if different) Date Owner's Telephone Number

Denied Approved

Signature of Planning Director or Designee Date

If Appealed to Design Review Committee: Denied Approved

Signature of DRC Chairperson Date



DESIGN DISTRICTS MAP

-  Central Business District (CBD)
-  Downtown Boundary
-  Transitional District
-  Lakes & Rivers



0 350 700 1,400 Feet

