



**Town of Payson**  
**Design Review Application**  
 (Please complete ALL fields unless otherwise noted)

**Board Review Fee: \$150.00**  
**Administrative Review Fee: \$ 50.00**

**Community Development Department**  
 303 N. Beeline Hwy  
 Payson, AZ 85541  
 Tel: (928) 474-5242 Fax: 928-472-7490  
 www.rc{urpe}l qx

Site/Project Address (if available)		Parcel #	
Owner:	Owner Phone:	Email:	
Address:		City/State/Zip:	
Engineer/Contractor:		Phone:	
Address:	Email:	City/State/Zip:	License # (if applicable)
Contact Person:	Phone:	Fax:	
Contact Email:	Address:		

**Description of Project:** \_\_\_\_\_

**Submittal Materials Required**

Two 24" X 36" sets and seven 11" X 17" sets of each of the following unless otherwise noted;

- Completed Town Design Review Application/Checklist (This form).
- Architectural Site Plan
- Preliminary Grading & Drainage plan
- Survey
- Landscape/hardscape Plan
- Exterior Elevations
- Floor Plans
- Building Section(s)
- Roof Plan – if required by Planning Staff
- 1 colored print of all 4 exterior elevations (coordinated with color board)
- 1 copy of color and materials information with labels, mounted on 8 ½" X 11" card stock
- Sign package
- Project Narrative
- Photographs of existing site
- Cut Sheets for proposed light fixtures – include finishes
- Lighting plan

Please explain below if any fields have intentionally been left blank.

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*Do not write below this line. For departmental use only.*

Received By: _____	Date: _____	Review: PLN _____	BLDG _____	FIRE _____	PW _____
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