



115 Locust Street, P.O. Box 127  
Hickman, NE 68372-0127  
Phone 402.792.2212 - Fax 402.792.2210  
[www.hickman.ne.gov](http://www.hickman.ne.gov)



**CORRIDOR OVERLAY DISTRICT  
ARCHITECTURAL DESIGN REVIEW PROCESS  
APPLICATION AND CHECKLIST # \_\_\_\_\_**

**Site & Building Development Criteria**

The City of Hickman has established minimum site and building development criteria to be implemented within the boundaries of this overlay district for all multifamily, industrial, and commercial building projects. It is the City's expectation the applicant will go above and beyond the minimums set forth in the Zoning Ordinance 5.17 Corridor Overlay District. The Corridor Overlay District has been established in order to implement the policies developed in the Future Land Use Plan portion of the Comprehensive Development Plan. These criteria include but are not limited to: landscaping; parking; building material; lighting; building design and orientation.

**Purpose for Regulation**

The purpose for regulating these issues is to provide for cohesive and properly developed entrances into the City corridor. Guiding development in this manner promotes the general health, safety and welfare of the residents within the zoning jurisdiction of the City, by providing quality design and construction which will also aid in the protection of past and future investment in the corridor.

**Design Review**

Within designated Design Review Corridor Districts, all new construction and qualifying exterior alterations to buildings and structures are subject to design review.

A site plan is to be submitted 14 days prior to pre-application conference. The review process begins with a pre-application conference with City Staff (no more than 60 days prior to submission of the review application), followed by submission of an application and its review by a City Architectural Reviewer. Designs that meet the criteria will be granted a certificate of approval by the Zoning Administrator and may begin submitting building permit applications. In the event of failed negotiations between the Applicant, City Staff, and City Design Review Architect and an agreement cannot be reached, the applicant may appeal the decision to the City Council.

For more information on the design review process, submittal requirements, the guidelines used for review, district location and review fees, please contact the City Office.

**Review Fee**

Master Fee Schedule Other Professional Services: Actual Rate/Charge incurred for review by the City Design Review Architect to be paid by the applicant upon completion of architectural design review. Changes to the building design and/or site plan may require an additional review and may warrant additional fees.

# CITY OF HICKMAN

## APPLICATION FOR DESIGN REVIEW # \_\_\_\_\_

<b>APPLICANT/PROJECT INFORMATION</b>						
Date of Submission		Zoning/Reference Guideline			Acres	
<b>Project Name</b>						
Project Address or Legal Description						
Project Description						
<b>Applicant(s)</b>				<b>Property Owner(s)</b>		
Address				Address		
City	State	Zip		City	State	Zip
Phone Number				Phone Number		
<b>Contact Person</b>				Address		
Phone				City	State	Zip
E-mail						
<p><b>Applicant Signature:</b> By signing this application, I acknowledge and accept I have read the attached forms including the Architectural Design Review Process and Fees. The Corridor Overlay District Architectural Review will be performed by City Staff or designated Architect and I agree to pay for the review performed, upon its completion, regardless of the outcome.</p>						
						Date: _____
<b>OFFICE USE ONLY</b>						
Received by:	Date received:	Receipt #:	Fee Actual Rate/Charge:			

## **MAIN CHECKLIST**

- One completed and signed application form.
- Site Plan - Two Sets of site plans (11" x 17") to be delivered or electronically submitted.
- Architectural Review Plans - One set (24" x 36") for the reviewer and one set (11" x 17") for city staff of all required drawings and one set of clear, legible 8-1/2" x 11" reductions of all plans submitted for the file. In addition, a digital copy is appreciated.

## **GENERAL REQUIREMENTS**

- Maximum sheet size of 24" x 36".
- Drawings shall be neat and clearly labeled.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

## **SITE PLANS**

- North arrow.
- A small-scale locational map shown on cover sheet of plans.
- All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
- Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; plans prepared as per the City's zoning requirements and Parking and Landscape Standards.
- Designation of reserved handicapped spaces dimensioned and marked as per the 2010 ADA and City's zoning requirements.
- The existing, proposed, and future location of all new street improvements adjacent to the project (i.e., curbs, sidewalks, drive entrances, medians, and deceleration/acceleration lanes).
- Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens. Provide physical samples or true color photographs of all materials used.
- Access, location, and dimensions of refuse enclosures with materials and colors designated.
- All paved areas noted and dimensioned with materials specified.
- Provisions for non-auto transportation (such as transit, or bicycle-related facilities) if applicable clearly defined.
- Energy conservation building construction techniques and materials clearly defined, if applicable.
- Existing and proposed electrical and telephone distribution lines.

## **LANDSCAPING PLANS**

- All landscaping plans shall be prepared or reviewed by a Nebraska licensed landscape architect.
- Conceptual landscaping shall describe plant type, quantity, location, size and be prepared in accordance with applicable design standards and as per Section 9.09.03.
- All plans shall incorporate various hardscape elements such as outdoor lighting, signs, screens, walls, retaining walls, trash receptacles, walks and benches.
- Landscaping requirements shall be tabulated.
- Plant legend describing plant characteristics for each symbol.
- The location of all existing trees, indicating those to remain and those to be removed.
- Existing and proposed landscaping within any adjacent right-of-way.
- Notation regarding irrigation utilized throughout the site.

## **CONCEPTUAL GRADING PLANS**

- Drawings prepared and stamped by a Nebraska licensed engineer.
- Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
- Topographic contour lines at two (2) foot intervals for project sites under 10,000 square feet and at five (5) foot intervals for sites equal to or greater than 10,000 square feet.
- Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.

## **ELEVATIONS**

- Color elevations of ALL exterior building and accessory structure facades are required to evaluate that the project drawn to a scale sufficient to evaluate the design, color, building materials, building height, and construction details of the project.
- Elevations to be labeled North, South, East, and West and to correspond to site plan.
- Material samples and colors of all exterior surfaces and features specified.
- Elevations of decorative walls or screens with height, material, and color designated.
- Elevations of exterior mechanical equipment and proposals for screening (to include type of material and color), including electrical and gas connections, electrical transformer, solar panels, meter boxes, communication elements, and irrigation backflow devices.
- Sign information showing location, size (dimensioned) materials, colors, and lighting type for all signs (including directional and incidental signs).
- Roof plan showing slope direction and all mechanical equipment location, dimensions, and screening methods specified.
- Building sections to show screening techniques (if applicable).