



## APPLICATION FOR DESIGN REVIEW CENTRAL BUSINESS DISTRICT ASSOCIATION DESIGN REVIEW COMMITTEE

This application is for voluntary design review of new construction and/or signage projects in the Pembroke Strategic Growth Area. The purpose of the CBDA DRC is to be a resource for those seeking to develop, redevelop, or renovate within this area. The Committee can help applicants understand the City's design expectations and offer perspectives on proposed site, architectural, and sign designs with regard to the City's zoning and design guidelines.

Meetings are held monthly as needed on the second Thursday of each month at 4:00 p.m. in the City of Virginia Beach Strategic Growth Areas Department, 4525 Main St., Suite 710, Virginia Beach, VA 23462. Applications are due the Friday before the meeting. Electronic submittals in a single PDF are preferred.

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**PROJECT NAME:**

**Project Location:**

<b>Project Includes:</b>	<b>New Building</b>	<b>Building Addition</b>	<b>New Building Facade Only</b>	<b>Site Improvements</b>	<b>Signage</b>
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**OWNER/APPLICANT:**

**Company Name:**

**Mailing Address:**

**Email Address:**

**Phone:**

**APPLICANT'S REPRESENTATIVE:**

**Company Name:**

**Email Address:**

**Phone:**

**Who will attend the Design Review Committee meeting to present the application?**

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**The following items are included with this application:**

- Building Elevations to Scale
- Site Plan with Property Boundaries
- Landscape Plan
- List of Exterior Building Materials – Samples Should Be Presented at the Meeting
- List of Exterior Colors – Sample Palette Should Be Presented at the Meeting
- Sign Plans to Scale (Include Dimensions, Colors, Materials, Lighting, and Location)

**Signature of Applicant  
or Applicant's Representative:**

**Date**

**Submit the completed application and associated materials to:  
Deborah D. Zywna, Planner III  
City of Virginia Beach Strategic Growth Areas Department  
Email: [dzywna@vbgov.com](mailto:dzywna@vbgov.com)**

**4525 Main St., Suite 710  
Virginia Beach, VA 23462  
Desk Phone: (757) 385-2913**