



DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street  
Little Rock, Arkansas 72201-1334  
Phone: (501) 371-4790 Fax:(501) 399-3435  
www.littlerock.gov

**Instructions for Filing for a Pre-application Review**

1. The owner or authorized representative is required to file an **Application for Pre-application Review**. Design Review Committee (DRC) meetings for infill projects (new principal buildings) are mandatory and are strongly recommended for all other projects. Infill is the addition of a principal structure to a vacant lot.
2. Other Submittals:
  - A. **New Construction, Additions or Modifications to Existing Structures, Moving a Building into the District**
    - (1) Drawings shall include scaled conceptual elevations of all facades and a scaled conceptual site plan. The owner/applicant may submit drawings digitally or on printed paper.
  - B. **Photos**
    - (1) Current color photographs of property (digital or paper) showing its present condition. Include color photographs of adjacent structures. High resolution digital images in jpeg format preferred. Photos of all elevations of current structures are required.
3. NOTE: Application must be complete at time of submittal in order for the DRC to review the item.

IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED,  
CALL DEPARTMENT STAFF AT 371-4790.



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### **Information concerning the Design Review Committee**

#### **Statement of purpose of Design Review Committee (DRC)**

Pre-application meetings are held before an applicant formally files an application to be heard by the Historic District Commission (HDC). This review by committee members in an informal environment is an effort to review conceptual and preliminary plans for a project and share concerns with the future applicant. The committee members will review the projects based on the eleven design factors as specified in the Design Guidelines. DRC meetings for infill projects (new principal buildings) are mandatory while all other projects are strongly recommended. Infill is when a principal structure is added to a vacant lot. The Guidelines definition of Infill is "New construction where there had been an opening before, such as a new building between two older structures." The Commission believes that this pre-application review will help reduce deferrals and therefore the time a project takes to get through the process.

#### **General Procedures**

The role of the Design Review Committee is to explain and answer questions about the guidelines as they apply to the proposed project. Any indication by DRC members as to the appropriateness of a design is considered subject to change after the required public hearing before the full commission as the final decision of each commission member as to that projects appropriateness must be based upon review of a formal application and consideration of public input concerning that application.

#### **Rules and procedures**

- The DRC cannot approve or deny any projects that will be reviewed in the regular hearings before the entire HDC.
- The meetings will be public meetings, not public hearings. Press and citizens are invited to attend. Public comment will be taken in the regularly scheduled HDC public hearings.
- The DRC will submit DRC Comments Sheets to the Commission as part of the Certificate of Appropriateness application.
- No Pre-application meeting will be scheduled or heard on items that are currently on the regular agenda for the HDC.
- Application dates and DRC meeting dates are adopted by the Commission on a yearly basis. The calendar is posted online.
- Discussion time is limited to 30 minutes per application.
- Application must be complete at time of submittal in order for the DRC to review the item.



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**Design Review Committee Comment Sheet**

The Design Review Committee (DRC) will review your project based on the eleven design factors as listed below in the meeting. Further information on the design factors can be obtained in the Design Guidelines available online or at the Planning Office. Please familiarize yourself with the design factors before you attend the DRC meeting.

1. Siting means the location of a building in relationship to the legal boundaries and setbacks, adjacent properties, and the natural conditions of the site.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
2. Height means the vertical distance as measured through the central axis of the building from the elevation of the lowest finished floor to the highest point of the building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
3. Proportion means the relationship of height to width of the building outline as well as individual components.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
4. Rhythm means a harmonious or orderly recurrence of compositional elements at regular intervals, including the location of doors and the placement of windows, symmetrically or asymmetrically and their relative proportion.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
5. Scale means the relative dimension, size, degree, or proportion of parts of a building to each other or group of buildings.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
6. Massing means volume, magnitude or overall size of a building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
7. Entrance Area means the area of access to the interior of the building including the design, location, and materials of all porches, stairs, doors, transoms, and sidelights.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
8. Wall areas means the vertical architectural member used to define and divide space including the kind and texture and exposure of wall sidings and trims, and the location, number and design of all window and door openings.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
9. Roof Areas means the outside covering of a building or structure extending above the vertical walls including the form, material, and texture of the roof, and including the slope and pitch, spacing of roof covering, size, design, number and location of dormers, the design and placement of cornices, and the size, design material and location of chimneys.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
10. Façade means the face of the building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
11. Detailing means architectural aspects that, due to particular treatments, draw attention to certain parts of features of a building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_



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**APPLICATION FOR A PRE-APPLICATION REVIEW**

by the Design Review Committee, a committee of the Historic District Commission

1. Application Date: \_\_\_\_\_

2. Date of DRC meeting: \_\_\_\_\_ at 2:00 p.m.

3. Address of Property: \_\_\_\_\_

4. Property Owner (Printed Name, Address, Phone, Email): \_\_\_\_\_

\_\_\_\_\_

5. Designer/Contactor (Printed Name, Address, Phone, Email): \_\_\_\_\_

\_\_\_\_\_

6. Other Representative: (Printed Name, Address, Phone, Email): \_\_\_\_\_

\_\_\_\_\_

7. Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Documents submitted: \_\_\_\_\_

\_\_\_\_\_