

## Design Approval Application Process

### Jacobsville Redevelopment Area

Exterior renovations and/or changes to property in the Jacobsville Redevelopment Area (refer to map) require Evansville Redevelopment Commission approval via their Design Review Committee for the Jacobsville Area. Examples of exterior changes include, but are not limited to: new construction, demolition, building additions, façade renovations, changes in parking lots, landscaping, curb cuts, drainage and new signage or changes to existing signage.

The **first step** in the Design Approval process is to Fill out a Design Review Application and gather supporting documentation including:

- **Photograph of existing conditions including an “establishing shot” (photo of building/site w/respect to the surrounding building/landscape)**
- **Dimensions, details of proposed change including location and position on building – no larger than 11” X 17”**
- **Site plan or an illustration/rendering of proposed change including view of the changes with respect to the entire building/site and the surrounding area – no larger than 11” X 17”**
- **Samples of colors and/or materials to be used**

**Submit the gathered documentation to:**

Beth Purtzer – Senior Project Manager  
Department of Metropolitan Development (DMD)  
Room 306 Civic Center Complex  
Evansville, Indiana 47708-1869  
(812) 436-7823  
[bpurtzer@evansville.in.gov](mailto:bpurtzer@evansville.in.gov)  
cc: [arice@evansville.in.gov](mailto:arice@evansville.in.gov)

Submit electronic (email) copy of the complete application packet to DMD one week prior to the Design Review Committee meeting. (Please refer to current list of meeting dates.) The Committee generally meets the second and fourth Tuesday of each month. The applicant **must** attend the Design Review Committee meeting and bring all required material samples. If approved, the project can proceed to apply for local permits as necessary. If denied, the applicant can appeal to the Evansville Redevelopment Commission.

All applications are subject to review and approval by the Jacobsville Design Review Committee. **Approval by the Design Review Committee/Commission does not exempt an applicant from other required permitting or approvals.** Please contact the Area Plan Commission, Room 312 Civic Center, 812-435-5226 and/or the Building Commission, Room 310 Civic Center, 812-436-7879 for other required permits.