



# DOWNTOWN CORE DESIGN BOARD APPLICATION

Derry Township, Dauphin County, Pennsylvania

<i><u>This block to be completed by Township</u></i>
Application no: _____
Date received: _____

## 1. APPLICANT INFORMATION

Name:	
Address:	
City:	State:                      ZIP:
Phone:	E-mail:
Interest of Applicant, if not Owner: <input type="checkbox"/> Agent <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective buyer <input type="checkbox"/> Other:	

## 2. LESSEE/PROSPECTIVE BUYER INFORMATION (if different than Applicant)

Name:	
Address:	
City:	State:                      ZIP:
Phone:	E-mail:

## 3. PROPERTY OWNER INFORMATION

Name:	
Address:	
City:	State:                      ZIP:
Phone:	E-mail:

## 4. PROPERTY INFORMATION

Address:
Parcel No:
Current use of Property: _____
Proposed use of Property: _____

**5. EXPLANATION OF PROJECT**  
*(attach additional sheets if necessary)*

Briefly describe proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will variances be required as part of the proposal? (NOTE: If variances are required, the Zoning Hearing Board must grant the relief.)       Yes *(attach an explanation)*       No

**6. SIGNATURES**

*By signing this application I/we acknowledge that the information submitted herewith will be provided to the Downtown Hershey Association Design Committee in addition to the seven voting members who comprise the Downtown Core Design Board.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Lessee/Prospective Buyer's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if different than Applicant)*

Print name: \_\_\_\_\_

Property Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Submission requirements**

- Filing fee: \$40.00 when the estimated construction value of the proposed improvements is \$2,500 or more (make checks payable to Derry Township)
- The completed and signed Application (1 original)
- Additional narrative (if needed) explaining the proposed improvements and/or exterior alterations (3 copies)
- Full color renderings showing exterior elevations, signage details, site plans, interior floor layout for new buildings, and any other necessary documentation of the proposed improvements to enable the review of such proposal by the Township (3 copies)
- A list of any modification requests pursuant to §225-429.H of the Downtown Core Design Standards (3 copies)
- Material samples and/or specification sheets for exterior building or sign elements, light fixtures, wall construction, or similar private site elements
- Submissions shall be made to the Department of Community Development, 600 Clearwater Road, Hershey, PA