



ENVIRONMENTAL DESIGN REVIEW BOARD (EDRB)



I. ITEMS REQUIRED TO BE REVIEWED BY THE BOARD

- All new commercial and industrial buildings
- All new multi-family residential buildings
- All permanent signs
- Any replacement signs (see Section II below)
- Any previously permitted signs being relocated to a different location
- All super graphic designs for signs or building exteriors
- All ornate and/or foreign objects for signs or building exteriors
- Any major exterior renovations or additions to commercial or industrial buildings
- Any building construction, landscaping, or sign erection by the City of Gatlinburg

II. ITEMS NOT REQUIRED TO BE REVIEWED BY THE BOARD

- Signs being replaced or refurbished as previously approved by the Board such as touch up/repair/repaint/replacement of existing signs, sign face, sign structure with the exact same colors, message and materials
- Re-installing signs which received previous approval and/or permits, and have been removed for less than 6 months and replaced in the approved location on the original property
- Minor building repairs at the discretion of the Planning Department
- Single-family and two-family (duplex) dwellings

III. INFORMATION REQUIRED FROM APPLICANT FOR PLACEMENT ON THE EDRB AGENDA

All applicants must complete the appropriate application (sign permit request or building permit request) and the request for review form.

- SIGNS – (5 copies of each item listed below)
 - Photographs of the proposed sign(s) location;
 - A scaled survey map showing the setback (a minimum of 5 feet measured from the property line). (Please note that the maximum allowable square footage for each business is calculated based upon how far the leading edge of the closest sign is setback from the property line);
 - A scaled drawing showing dimensions of the sign and elevation, lettering style, colors (both background and letter), construction materials, lighting style (internally, external, etc.) and the type of sign (wall sign, hanging sign, projecting sign, window sign, freestanding, etc.).

- COMMERCIAL/INDUSTRIAL (5 copies of each item listed below)
 - NEW CONSTRUCTION
 - Photographs of the existing construction site;
 - Scaled drawings noting the construction materials, color scheme of the proposed building(s), building elevations, and a landscaping plan.
 - ADDITIONS/RENOVATIONS
 - Photographs of the existing structure;
 - Scaled drawing noting the renovation area, construction materials, and color scheme of the proposed addition/renovation.

IV. APPLICATION AND REQUIRED INFORMATION SUBMITTAL DEADLINES

- The Environmental Design Review Board meets on the 2nd and 4th Thursday of each month at 1:30 pm in the Council Room at Gatlinburg City Hall.
- In order to be placed on the Agenda for that week, **all** information must be submitted no later than 12:00 pm (Noon) on the Friday preceding the Thursday meeting.
- Please note that failure to have a representative at the meeting may result in no action by the Board.
- If the Board disapproves the request, it may be reviewed by the Gatlinburg Municipal/Regional Planning Commission for a \$100 filing fee.
- Your request may also require review by the Planning Commission. Please see the clerk for applicable checklists and request forms.

Further information in regard to signage and commercial projects by visiting www.gatlinburgtn.gov and choosing Planning Department from the Departments dropdown menu. On the left side of that page is a link for Planning Documents and Information. <http://gatlinburgtn.gov/planning-department/planning-files.html>