

ARCHITECTURAL REVIEW BOARD APPLICATION

WESTPORT PLANNING AND ZONING COMMISSION

Submission Date: _____

- COMMERCIAL BUILDING/SITE**
- SPECIAL PERMIT**
- FREE-STANDING SIGN**
- SIGN TO BE REVIEWED BY THE ZONING BOARD OF APPEALS**

1. Property Address _____
(As listed in the Assessor's records):

2. Property PID# _____ Zoning District: _____

3. Owner's Name: _____ Daytime Tel #: _____

Owner's Address: _____ E-mail: _____

4. Agent's Name *(if different)*: _____ Daytime Tel #: _____

Agent's Address: _____ E-mail: _____

5. Zoning Board of Appeals Case # *(if any)* _____

6. Existing Uses of property: _____

7. Referral by Planning and Zoning staff member _____
(Name)

8. Reason for this Request: _____

All above requested information must be included on this form or request will not be processed.

Submit requested information on the reverse side of this form to the P&Z office at least 10 days prior to the next ARB meeting. This includes requests for any modifications to the plans requested by AR B members.

Re: APPEARANCES BEFORE THE ARCHITECTURAL REVIEW BOARD

The members of the Architectural Review Board (ARB) are appointed by the First Selectwoman to advise the land use bodies and other Town officials regarding the appropriateness of architectural plans and site plans.

The ARB reviews projects for aesthetic considerations and matters relating to planning and design.

Projects requiring ARB review include special permit uses, new commercial construction, exterior alterations to existing commercial buildings and sites, awnings, and free-standing signs.

In order to appear before the ARB, you will need to submit the plans described below to the P&Z office at the same time an application is submitted to the P&Z Commission, Administrative Review Committee, or the Zoning Board of Appeals or 10 days prior to the next Architectural Review Board meeting.

The schedule of meeting dates is available from the P&Z office. The ARB usually meets the second and fourth Tuesday of the month, except for the month of August. The P&Z staff notifies applicants of the specific date, time and place of the meeting. Revisions to plans requested by ARB members also need to be submitted 10 days prior to the next scheduled ARB meeting.

The applicant may wish to be represented by the architect who prepared the plans.

You will need to submit the following information to the P&Z office PRIOR TO the initial review by the ARB and prior to any subsequent review by the ARB, if applicable. The P&Z staff then sends the plans to the ARB members so they will be prepared to review and discuss the plans at the next regularly scheduled ARB meeting.

1. 7 copies of a site plan. The site plan must show the specific location of the proposed project.
8-1/2" x 11" or 11" x 17" size plans are acceptable.
2. Exterior elevations of the building or structure. In the case of an enlargement of a building, the existing building as well as the proposed addition should be shown. Seven copies of a rendering of the project (including color).
8-1/2"x 11" or 11" x 17" size plans are acceptable.

Bring the following information with you to the ARB meeting:

1. Samples of exterior building materials including color samples, in an 8 1/2" x 11" format for convenient filing.
2. In the case of exterior alterations or remodeling, color snapshots of the existing exterior adjacent buildings, site elements and signage should be included. Perspective drawings or model are helpful.
3. Such other material as the applicant may deem appropriate to enable the board to evaluate the design.

The applicant or his/her representative must be present at the ARB meeting in order for project to be reviewed by ARB.

In some cases, an applicant will be asked to return to one more ARB meeting in order for the ARB to review revisions to a plan that may have been suggested by ARB. After the ARB review at a scheduled meeting, the ARB's recommendations are forwarded to the reviewing Board or Commission to be considered by the land use body during the public hearing.

ARB's recommendations are advisory only and do not imply approval or denial of the project by the Zoning Board of Appeals, Administrative Review Committee; or the Planning and Zoning Commission.

An applicant may need to attend two ARB meetings in order for the ARB to complete their review and forward their recommendations to the land use body.

If the plans that have been reviewed by the ARB are changed, the project will need to be reviewed again by the ARB. Applicants must comply with the final approved plans or return to the various land use board for another review.

If you have any questions about the procedures contact the P&Z Office at (203) 341-1030.