ARCHITECTURAL REVIEW BOARD APPLICATION

WESTPORT PLANNING & ZONING COMMISSION

Submission Date: _____

☐ **COMMERCIAL BUILDING CONSTRUCTION OR ALTERATIONS**
☐ **SPECIAL PERMIT USE**
☐ **SIGN**

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. Reason for this Request:_____

_____

_____

_____

_____

All above requested information must be included on this form or application 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 plans requested by ARB members.

Re: APPEARANCES BEFORE THE ARCHITECTURAL REVIEW BOARD

The members of the Architectural Review Board (ARB) are appointed by the First Selectman 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 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.

SEE ATTACHED ARB CHECKLIST FOR REQUIRED MATERIALS TO SUBMIT WITH APPLICATION

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 Zoning Board of Appeals 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 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

ARB CHECKLIST

7 Copies of each item listed below are required to be submitted with the ARB Application:

A. For Building Renovations or Alterations:
At a minimum, the applicant should have dimensioned plans and elevations that indicate the size of the building, the height of the building, the sizes of key design elements, structural members, roof dimensions such as eave thickness, overhang dimensions, etc. The ARB wants to be assured that the applicant has thought the design through so that he/she knows it can be built as proposed. A full set of working drawings is not expected. At the same time the ARB does not want schematic design drawings either, or only renderings. The applicant should submit what is thought of as design development drawings that identify all of what is mentioned, as well as building materials, window and door styles and materials, roof material, colors, etc.

1) Site Plan.

2) Building Plans – Existing and proposed.

3) Must show:
   Scaled architectural building plans, dimensions and elevations
   A description of materials being used (colors, type and manufacturer)

4) Rendering of the project.

B. For Free Standing Signs:
1) Site plan showing proposed location of sign.

2) Scale drawings of sign showing dimensions.

3) Total square footage of sign.

4) Colored rendering of sign.

C. For Wall Signs:
1) Scale drawings of sign showing dimensions.

2) Total square footage of sign.

3) Colored rendering of sign.

4) Drawing showing location of sign on façade of building.

D. Size of plans: 11” x 17” or larger if appropriate.
E. Samples of: Exterior building material including color samples to be brought to meeting.
F. Samples of: Sign and post materials with color samples to be brought to meeting.

MISSION STATEMENT
WESTPORT ARCHITECTURAL REVIEW BOARD

INTRODUCTION: Design review is one of the important parts of the overall Architecture, Site Plan and Sign Approval process. The following is a guide to the process and is intended to inform each applicant of the review procedure as well as the design issues and concerns that are important to the Westport Architectural Review Board (ARB).

PURPOSE: The ARB assists property owners, design professionals, planning staff and other Town Boards by suggesting, when appropriate, design modifications to help maintain the unique character and conditions found in Westport. These suggestions are advisory and do not impose legally binding requirements. However, they are intended to help produce well designed projects of all sizes, allowing for growth and change while respecting the architectural and environmental context of the immediate areas and community at large.

Design review is concerned with the overall scope of the project, the context in which it will be built, and the impact on the surrounding area. Compliance with zoning and code requirements is generally not the purview of the ARB, but are considered when reviewing an application.

In the case of significant public and private projects the ARB strongly recommends applicants to make application to the Board at the Schematic Design Phase in order to begin the design discussion at the earliest possible stage of planning. If not, the applicant risks the ARB may request significant changes to the project at a more advanced stage.

PRESENTATION: The ARB review begins with the applicant's presentation, which includes the required drawings and supporting material specified on the ARB Application. At this time the applicant's representative presents a general overview of the proposed scope of work. This is followed by a question and comment period by the Board members.

At the conclusion of the comment period the ARB will form a motion that the application be,
a) recommended for acceptance as submitted,
b) recommended for acceptance with specific modification(s), c) not recommended for acceptance for specific reasons, or d) be revised and resubmitted.

The ARB is composed of 8 members, 5 regular and 3 alternate members.
A minimum of 3 members must be present to establish a quorum with a maximum of 5 members voting on a motion. A simple majority vote is required to pass a motion. Alternate members may participate in the question and comment period but will not vote if all 5 regular members of the Board are present.

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