

ARCHITECTURAL REVIEW BOARD APPLICATION REVIEW AND RECOMMENDATION

ARB review and recommendation is required prior to Planning and Zoning Commission or Zoning Board of Appeals hearings. This review provides required design review for proposed projects prior to zoning or variance approval. Application should be submitted in accordance with deadline posted on meeting calendar (10 days prior to meeting) to the HDC Office, Room 108. Additional materials may be requested for presentation at the meeting.

- COMMERCIAL BUILDING CONSTRUCTION OR ALTERATIONS**
- SPECIAL PERMIT USE**
- SIGNAGE**

Submission Date: _____

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: _____

Applicant's Signature (*If different than owner*)

Owner's Signature (If the applicant is unable to obtain the signature of property owner, a letter of authorization signed by the property owner may be submitted instead.)

Architectural Review Board Recommendation:

Chair's Signature: _____ **Date:** _____

APPLICATION MATERIALS CHECKLIST

(Seven) 7 folded sets of materials (applicable to your project) as listed below with the ARB application form should be submitted to the HDC office with an electronic copy of all submission materials to the HDC staff administrator, HDC office, Room 108, at 203.341.1184.

- Building renovations or alterations, dimensional plans, and elevations that indicate the size and height of the building, the sizes of key design elements, structural members, roof dimensions (eave thickness, overhang dimensions, etc.). 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.
- Contrasting sets of building plans (11" x 17") showing existing conditions and proposed. Scaled architectural building plans
- Proposed site plan.
- A description of materials being used (color, type and manufacturer)
- A rendering of the project.
- Scaled drawings of free standing signs (11" x 17") showing dimensions with site plan showing proposed location of sign, total square footage of sign and colored rendering of sign
- Scale drawings of wall signs showing dimensions, total square footage, colored rendering, and drawing showing location of sign on building façade.
- The following additional materials should be presented at the scheduled 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, snapshots of the existing exterior adjacent buildings, site elements and signage should be included. Perspective drawings or models 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 is required to present the proposed project to the ARB at scheduled meeting.

In some cases an applicant will be asked to return to the ARB meeting in order for it to review recommended revisions to the proposal. Applicants are responsible for scheduling a subsequent review. Final ARB recommendations will be sent to the appropriate board or commission for consideration at its public hearing.

Please note ARB's recommendations are advisory only and do not imply approval or denial of the project by the Zoning Board of Appeals or the Planning and Zoning Commission.

If you have any questions about the procedures contact HDC Room 108 203-341-1184 or P&Z 203- 341-1030