



For Use by Permitting Coordinator:

Date Received: \_\_\_\_\_

Determination of Completeness: \_\_\_\_\_

Additional Information Received: \_\_\_\_\_

Application Withdrawn: \_\_\_\_\_

## TOWN OF STURBRIDGE

### ARCHITECTURAL REVIEW APPLICATION DESIGN REVIEW COMMITTEE

REVISED 1/6/21

Site: \_\_\_\_\_

Location (Street Number and Street Name)

#### Section 1. Applicant/Owner/Agent Information:

A. Applicant:

Business Name:

Applicant Name:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

B. Property Owner:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Agent Information:**

Business Name: \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Section 2. Basic Site and Project Information:**

**A. Assessor's Parcel Identification Numbers:**

\_\_\_\_\_

\_\_\_\_\_

**B. Please describe the proposed project:**

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**C. Note any special permits or variances granted, denied to this location.**

Note any current zoning or general bylaw non-conformance associated with the property or the application.

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#### **D. CHECKLIST OF PLANS AND MATERIALS SUBMITTED WITH APPLICATION**

The applicant shall submit one original set and six copies of the application and final drawings and one set of materials at the time the application is submitted to the Town Planner. A *copy* of any site plan that is prepared under the Zoning Bylaws Site Plan Review process shall also be submitted. The DRC may waive site plan submittal requirements for specific projects and may substitute a site visit for some or all of the required materials. In the absence of such waiver, the following materials shall be submitted at the time of the application to the DRC:

- A drawing showing the location, type, size or dimensions of existing structures on the project site, abutting properties and significant site features such as existing trees @ 4 inch caliper and larger, topography, retaining walls, walks, patios, drives, roads, parking, wetlands, and water bodies.
- Photographs showing the proposed building site and surrounding properties. Photographs should include the existing site features identified in the preceding paragraph as well as the same existing features where they exist in close proximity to the project site but on parcels immediately adjacent to the project site.
- Design plans for alterations and/or additions shall depict existing structures to be altered and their relationship to adjacent property including dimensions showing the shortest distance between the proposed structure/s and the nearest buildings on adjacent properties.
- Applicants should note that the objective is to present a complete picture to the DRC. Applicants are required to include Manufacturers' material cut-sheets.

#### **Architectural Drawings shall include:**

- Floor plans of all proposed building levels;
- Architectural elevations of all exteriors including the dimensioned height of the proposed building above grade at the foundation, window and door locations
- Descriptions of exterior materials, and colors including roofing, walls, doors, windows, any special features, etc.
- Facade drawings (elevations) should include all existing and proposed entrances and windows, including those slated to be removed. Elevation drawings should make explicit how the proposed work fits in with the design of the abutting properties (are windows, doors and other fenestrations, etc along the same plane, etc. See pages 10-16 of the Design Review Committee Handbook and Design Guidelines for more information for more information).
- Information on the style of doors, windows, special features or building elements (porch, balcony, shutters, etc).

#### **Site Plans shall include:**

- Existing buildings and plantings
- Proposed new structures

- Handicapped access features
- Sidewalks, drives and parking lots shown where they exist on site and identified by type of existing paving material;
- All site objects and fixtures (Including signs and lighting)

**Landscape Plans shall include:**

- All existing buildings and site features to remain;
- Existing and proposed grading
- Paving materials. Existing pavement to remain along with proposed pavement both indicated by layout and paving materials;
- Planting plan, with descriptions of materials. Planting plan identifying the proposed plant material and quantity of each by location on plan; an overall plant list, which at a minimum identifies total quantities of each plant used; botanical and common name for each plant, and size of the plant material at time of installation.

**E. CONFORMANCE WITH DESIGN STANDARDS**

Explain how each of the design standards outlined below has been addressed in the proposal. Applicants shall review the ‘Design Review Committee Handbook and Design Guidelines’ when preparing this application. Where specific pages within the Guidelines could be referenced to provide a starting point to applicants completing this form, those have been included. The page numbers are intended as an initial point of reference for applicants and are not meant to denote the only pages that refer to a specific item.

1. Please explain if the height of the structure will be affected by the proposed alteration. If so, please explain how the height of this structure relates to the style and character of your structure and the buildings surrounding your property (For guidance please refer to Page 9-18 of the Design Review Committee Handbook and Design Guidelines)..

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2. Please explain any changes that are proposed for the windows and doors of the structure. If changes are proposed, please explain how the windows and doors selected for your project will be compatible with the architectural style and character of the surrounding area. (For guidance please refer to Page 9-18 of the Design Review Committee Handbook and Design Guidelines)

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3. The **relationship** of building masses and shapes to open space between it and adjoining structures shall be compatible; for example the length and width of a proposed structure should replicate the approximate length and width of neighboring buildings (See page 13-14 of the Design Review Committee Handbook and Design Guidelines for more information) please explain how your proposal accomplishes this general guideline.

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4. If changes to the roof of your structure are proposed please explain. If changes are proposed, describe how the **roof** design and pitch of the structure will be compatible with the architectural style and character of the surrounding buildings. For example, the roofing material and design should be appropriate for the architectural style of your structure and should be compatible with the buildings surrounding your structure. (See page 13 of the Design Review Committee Handbook and Design Guidelines for more information).

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5. If changes to the overall scale of the structure are proposed, please explain. If so, describe how the **scale** of the structure shall be compatible with the architectural style and character of the surrounding buildings. (See page 14 of the Design Review Committee Handbook and Design Guidelines for more information).

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6. The **façade** line, shape and profile shall blend with other structures in the surrounding area with respect to its dominant vertical and horizontal aspects. If façade alterations are proposed, please explain how the alignment will occur at similar intervals as those of neighboring structures. (See page 14-16 of the Design Review Committee Handbook and Design Guidelines for more information, photographs and sketches that explain this concept).

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7. **Signage for projects are covered within the DRC Sign application and process, however, please explain any existing and proposed signage and how the signage relates to the overall architecture of the project.**

- **Signs**, with associated architectural details, materials, colors and textures shall be compatible with the predominant architectural character of the neighborhood, while preserving and enhancing the surrounding area.
- **Advertising features**, including size, location, design, color, texture, lighting and materials, shall not detract from the use and enjoyment of the proposed building and structures and the surrounding properties.

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8. **Preservation** of historic, traditional or significant uses, structures or architectural elements shall be preserved to the greatest extent possible during any project. Please explain the methods employed to preserve such features during the design of this project.

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10. **Landscaping** shall enhance the character and appearance of the surrounding area and parking areas shall be located to the side or rear of buildings when possible. Please describe, in detail, the landscaping that is proposed for your project. (The Design Review Committee Handbook and Design Guidelines provide good information on landscaping for specific applications. The Zoning Bylaw, Chapter 25 also contains detailed information on landscaping and buffering requirements. Applicants shall review both documents prior to completing this application.)

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11. **Lighting** shall be used to enhance appearance of the property, provide for safety and security of the property, and of those visiting the property. Lighting shall be shielded so that it does not cause surrounding properties and roadways to be illuminated and in all cases Dark Skies Compliant lighting is encouraged. Please describe the lighting that is proposed as part of your project (Please see Page 20-22 in the Design Review Committee Handbook and Design Guidelines for more information on lighting selection).

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\* Please note: Photographs of existing site and the building can aid the DRC in making its decision.

**Section F. Required Signatures:**

**A. Applicant:**

\_\_\_\_\_  
Applicant or Authorized Signatory

\_\_\_\_\_  
Date

**B. Property Owner:** I hereby grant permission for the applicant to apply for and make the changes to the premises as proposed above.

\_\_\_\_\_  
Owner or Authorized Signatory

\_\_\_\_\_  
Date

**C. Agent:** If someone is representing the applicant or the owner, the applicant must designate such representative below:

Name of Representative: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship of representative to owner or applicant: \_\_\_\_\_