

CHECKLIST FOR DESIGN REVIEW COMMITTEE SUBMISSIONS

Introduction

The Design Review Committee (DRC) was created to assist the Planning and Zoning Commission (PZC) in administering the Zoning Code. The advice of the Committee is intended to encourage high quality building and site design and result in commercial and residential developments which will be compatible with the character of the Town [§273-133]. DRC, in making its determination as to whether these goals have been met, considers elements such as building scale and proportion, building style, roof slopes, pedestrian circulation on the site, provision for parking with emphasis on concealing cars from the street, appropriateness of window and door style, attractive and climate-appropriate landscaping, color and texture of exterior materials, and other elements contributing to its overall contextual appropriateness for its neighborhood, and for the Town of Guilford. However, DRC does not function like a historic commission.

DRC reviews 3 types of projects:

- Building activity in the Village District;
- Any commercial or industrial application requiring a site plan review by PZC, or
- Special permit applications, including Planned Residential Developments

Informal Meeting & Formal Presentation

In order for the committee to best guide the applicant, DRC recommends an informal meeting prior to the formal presentation, to help with the early design stage and to help determine which submission materials would best represent the project. For smaller projects, this informal meeting may not be necessary.

The formal presentation to the DRC is a meeting where the applicant presents the project to committee members. After discussion between the committee and the applicant about the various components of the project, the committee will vote on a recommendation to the PZC.

Submissions

There are various submission types, depending on the size and scope of the proposed project. Please submit 8 sets of 11"x17" (commercial or large projects) or 8 ½"x11" (small residential or single element projects) copies of all submitted materials to the committee for review during the meeting.

A. Requirements for applications to add a single element to the site such as a trash enclosure or deck

- Location map- street map showing location of the project in its context
- Photographs of the site from at least 2 angles, and of immediate neighbors
- Simple dimensioned site plan, showing existing buildings and proposed new element
- Material samples

B. REQUIREMENTS FOR SMALL RESIDENTIAL PROJECTS (INCLUDING THOSE IN A VILLAGE DISTRICT)

- Location map – street map showing location of the project in its context
- Site plan or satellite image, showing:
 - Property lines
 - Existing and proposed landscaping
 - Parking, including handicapped space(s), if required
 - Existing conditions, including existing buildings, driveway & parking

- Drawings that will best represent the work to be done on the property, which may include plans, elevations, sections, and perspectives
- Photographs of the site from at least 2 angles, and of immediate neighbors
- Physical samples and/or cut sheets of:
 - Materials visible on the exterior, if different from existing
 - Color chips of paint used on the exterior
 - Cut sheets of new equipment or lighting fixtures visible on the exterior
 - Any other materials that will help DRC members to understand the proposed project

C. REQUIREMENTS FOR ALL COMMERCIAL PROJECTS

- All of the requirements above, AND:
- Site Plan drawn by a professional, showing the following:
 - Property lines
 - Existing and proposed landscaping
 - Parking, including handicapped space(s) if required
 - Site lighting layout and fixture cuts
 - Proposed grading
 - Existing conditions, including: existing buildings, driveway & parking, any other relevant materials
- Architectural Drawings, including the following:
 - Floor plan or plans
 - Exterior elevations, clearly labeled to show all volumes, doors and windows, and exterior materials
 - Building section or sections showing floor levels and relationship to exterior grades
- Any other materials that will help DRC members to understand the proposed project

D. REQUIREMENTS FOR LARGE COMMERCIAL PROJECTS & PLANNED RESIDENTIAL DEVELOPMENTS

- All of the requirements above, AND:
- Model of the site
- Physical model of the building(s) and site. Provide photographs of any physical model from 4 directions for the record), and/or
- Perspective rendering(s) of a representative view of the building.
- Any other materials that will help DRC members to understand the proposed project

Reminder: you may not need to provide all the above-mentioned materials. It will help you to schedule an informal meeting with DRC before your formal presentation, to determine the materials that will be necessary to convey your project goals.

SIGNS: Signs require a separate application and permit.