



Submittal Checklist

Design Review Committee (DRC)

Applicants for the DRC must fill out the below checklist and submit it with their DRC application. Applications without a completed checklist will not be accepted by the Town. A completed checklist means that all the required items are provided in the application or that a valid explanation is provided for any item that is not provided.

All DRC submittals must include the following required items:

(please check to indicate that each item has been addressed)

Application: Signed application and notarized Letter of Authorization.

Narrative: A clear narrative summarizing the proposed project and intended architectural goals and how the project meets the Vision Statement of the Town Design Guidelines.

Design Elements Narrative: Provide a paragraph for each applicable item addressing each design element in the Town Design Guidelines

Public Space (page 6 of the Town Design Guidelines). The project should demonstrate that the proposed public space is usable and desirable to inhabit. The project's developed public space must be engaging and in scale with the pedestrian. The design of the proposed public space(s) should integrate orientation/day-lighting, as well as screen the users from parking, utilities, and garbage facilities.

Composition (page 9 of the Town Design Guidelines). The project should successfully apply the design elements of composition, proportion and rhythm in the proposed materials, surfaces and massing.

Massing (page 10 of the Town Design Guidelines). The mass, height, volume complexity and arrangement of building components of the proposed development should enhance the streetscape within the context of the Town, while creating a comfortable experience for the pedestrian and mitigate adverse effects on the adjoining properties.

Street Wall (page 14 of the Town Design Guidelines). The project should clearly define the public space adjacent to the sidewalk and/or street. The scale of the street wall should appropriately address the pedestrian. The proposed development should



minimize voids in the street wall, and where voids exist, they serve to create a better pedestrian realm.

Materials (page 16 of the Town Design Guidelines). The proposed materials must be appropriate based on the surrounding context, both built and natural. The proposed materials should be durable and maintainable over time.

For projects within the **Downtown design overlay** (page 26 of the Town Design Guidelines) please provide an additional narrative addressing how the project contributes to a sense of visual continuity in keeping with **Western Character**.

Elevations: Elevations and dimensions of all proposed building facades, including colored renderings. Renderings from 3-dimensional computer models shall be provided if available.

Zoning Compliance: A complete LDR compliance table which addresses how your project complies with each item in the applicable zone. For aspects that the project may be existing nonconforming, the table should indicate which of those items are nonconforming and either how you are exempt from compliance or how you intend to address the nonconformance.

Site Plan: A site plan that shows proposed structures in the full context of the affected property. The site plan shall show the location and dimensions of all pedestrian connections, bike racks, benches, and similar public amenities.

Landscape Plan: Must show all proposed landscape areas and the size and type of all proposed vegetation.

Adjacent Context/Public Realm: Drawings that depict the scale or massing of adjacent buildings on the same block face and/or across the street (transverse and longitudinal street elevations). In addition, the application shall clearly state how the project relates to adjacent sidewalks and streetscape.

Materials: A graphic depiction/materials palette of all major proposed exterior materials. The applicant shall also bring physical samples of materials to the DRC meeting.