

DRC Submittal Helpful Hints

- **Complete Plans:** Applications that are not complete will be deemed insufficient and returned to applicant for additional information. Please be sure to fully address all items provided in the Submittal Checklist.
- **Conceptual vs Final Review:** Applicants must clearly state whether they are applying for conceptual or final DRC review. Any application where final details are not yet decided (e.g., exterior materials, colors, major design elements, etc.) will be automatically classified by staff for conceptual review.
- **Resubmittals/Changes to Approved Plans:** All resubmittals shall include a detailed narrative that clearly summarizes and explains all proposed changes. In addition, all resubmittals must show previously approved plans/renderings in addition to proposed changes.
- **Landscape Plans:** Projects that require a landscape plan must include a final landscape plan with the architectural plans. In addition, all architectural renderings must accurately show plantings as depicted in the landscaping plan.
- **Public Realm:** The application shall clearly show how the project relates to, and where possible enhances, the public realm, including adjacent sidewalks and streetscape.
- **Material Samples:** Physical samples of all primary exterior materials shall be provided by Wednesday before the DRC meeting (one week prior to meeting). In addition, all applications shall provide a materials palette in digital format.
- **Changes after submittal:** Changes made to the project after the submittal will likely result in the project being considered only for conceptual (not final) review. Final review would then occur at a subsequent DRC meeting.
- **Delay of Building Permits:** The DRC has the discretion to continue (possibly multiple times) any project to a future meeting if it deems that the project requires additional detail or changes because it has not properly demonstrated compliance with the Town Design Guidelines. Please be aware that these continuations may delay the approval of a building permit, so the best strategy is to provide a complete and well-designed project from the outset. The applicant's perceived need for a building permit quickly shall not impact the DRC's review.