

# Submittal Checklist for 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)*

- |                          |                      |                          |  |
|--------------------------|----------------------|--------------------------|--|
| <input type="checkbox"/> | <b>New Submittal</b> | <input type="checkbox"/> | <b>Resubmittal</b> (provide list of all changes & previous elevations) |
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- ☐ **Application:** Signed application and notarized Letter of Authorization.
  - ☐ **Narrative:** A clear narrative summarizing the proposed project and intended architectural goals, including how the project meets the Vision Statement and each applicable design guideline (Public Spaces, Composition, Massing, and Materials).
  - ☐ **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:** Demonstration of compliance with zoning dimensional requirements, such as height, setbacks, FAR, LSR, etc. A summary table should be provided in addition to showing all dimensions of all relevant features in submitted plans.
  - ☐ **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 Planner one week prior to the DRC meeting.
  - ☐ **OPTIONAL: Conceptual Approval:** Applicant may apply for conceptual review by the DRC where feedback is provided but no final approval is sought or provided. In such cases, applicant should provide as much detail as possible on project.
  - ☐ **OPTIONAL: Massing Model:** For larger buildings, a 3-dimensional massing model (scale of 1" = 20' is generally appropriate) that depicts the proposed development in the context of neighboring buildings may be required. Please inquire to staff.