

DESIGN REVIEW APPLICATION REQUIRED SUBMITTALS

The Building Inspector is required to review applications prior to submittal to the Design Review Commission, and notices of meetings must be posted 10 days in advance.

**Applications must be submitted AT LEAST fourteen (14) days prior to the DRC meetings
Meetings are held on the 2nd and 4th Thursdays
Applicants will be notified when their application will come before the Commission**

MAJOR PROJECTS

(any project which adds enclosed building square footage)

Major project applications must include:

- A completed application form with fee
- Scaled (1/4"=1') drawings no larger than 11" x 17" including:
 - Dimensioned floor plans.
 - Elevations of all facades enumerating height, width and depth of building(s) and including elevation of finish grade and top of foundation
 - Door and window schedule with dimensions
- Site plan with setbacks shown. Site plans for construction of primary structures must include a topographical (topo) plan with a minimum of 2 foot contours for existing and proposed grade. This requirement may be waived by the Building Inspector for sites on which significant grading is not required.
- List of exterior materials (separate from the drawings) and samples of all synthetic materials.
- Landscape plan for all new construction of primary structures.
- Landscape, signage and lighting plans were applicable.

MINOR PROJECTS

Minor project applications must include:

- Completed application and fee
- Scaled drawings or photographs with enumerated dimensions
- List of exterior materials and samples of synthetic materials
- Site plan showing setbacks for fences, walls, patios and decks.

PRELIMINARY REVIEWS FOR MAJOR PROJECTS

Preliminary reviews must include:

- Completed application and fee
- Scaled (3/16"=1') elevations of all facades with enumerated dimensions.
- List of exterior materials
- Site plan with setbacks indicated

Preliminary reviews are highly recommended for new construction, accessory buildings and major alterations and additions.

Incomplete applications cannot be presented to the DRC for consideration.

Repair (exact replacement in size, shape, materials and texture) does not require DRC approval but *MAY* require a building permit. Please check with the Building Inspector.

Application fees for a Certificate of Appropriateness

\$125 for a Major Project

\$60 for a Minor Project

\$30 for a Preliminary Review (no Certificate given)

Design Guidelines available at Town Hall or online at www.towngeorgetown.us