



## **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 2<sup>nd</sup> and 4<sup>th</sup> 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](http://www.towngeorgetown.us)***