

**TOWN OF GEORGETOWN DESIGN REVIEW COMMISSION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

New Application

Amendment

Preliminary Review

PROPERTY OWNER: \_\_\_\_\_  
                                     Name    Mailing address    Phone

APPLICANT (if different): \_\_\_\_\_  
                                     Name    Mailing address    Phone

EMAIL ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Design Character Area: \_\_\_\_\_

Historic Character Areas: \_\_\_\_\_ Contributing    \_\_\_\_\_ Non-Contributing

General description of work proposed: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Applicable design guidelines: \_\_\_\_\_

***The materials listed on the reverse side MUST be submitted with this form.  
Applicants are ENCOURAGED to attend the DRC meeting to support their applications.  
Failure to attend may result in delay or denial of the application.***

I hereby acknowledge that I have read this application, state that it is correct, and agree to comply with all Town ordinances and state laws regarding building construction.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Owner and/or Applicant (owner's representative)

=====

**FOR OFFICE USE**

\_\_\_\_\_  
 Building Inspector – Preliminary Approval

\$\_\_\_\_\_  
 Application Fee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date Paid/check Number

## **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 (3/16"=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.town.georgetown.co.us](http://www.town.georgetown.co.us)***