



# Town of Rocky Hill, CT



## Design Review Advisory Board Procedure & Application



## Design Review Procedure

There are two processes in which applications may be processed:

- 1) ***Apply Directly to the Design Review Board Prior to Application to Planning & Zoning Commission.*** *It is recommended that applicants submit their application directly to the Design Review Advisory Board for review and comment prior to submitting an application to the Planning & Zoning Commission.* In this case, eight (8) copies of the application and all accompanying information shall be submitted directly to the Economic Development Office.

In such instances, the Board shall submit its written advisory report *to the applicant* no later than thirty (30) days after receipt thereof so that the *applicant* may include the Board's recommendations and suggestions with their application to the Planning & Zoning Commission. The written advisory report shall include specific recommendations regarding plan modifications which the Design Review Advisory Board finds desirable based on the general design guidelines contained herein.

- 2) ***Apply directly to the Planning & Zoning Commission:*** Eligible applications will automatically be routed to the Economic Development Office by the Planning Department to the Economic Development Office. The applicant will then be instructed by Economic Development Staff to submit eight (8) copies of the Design Review Advisory Board application and all accompanying information to the Economic Development Office for review by the Design Review Advisory Board.

In instances where the Design Review Advisory Board receives application referrals directly from the Planning & Zoning Commission, the Board shall submit its advisory report to the Planning & Zoning Commission and the applicant, at least five (5) days prior to the meeting on which the application is to be considered. The written advisory report shall include specific recommendations regarding plan modifications which the Design Review Advisory Board finds desirable based on the general design guidelines contained herein.

## Check List

In addition to any requirements for a Site Plan application for the Planning & Zoning Commission, an applicant should submit the following information to the Design Review Advisory Board, when applicable:

- A plot plan done by a professional architect, land surveyor, professional engineer or professional landscape designer. This plan should show landscaping (plant species, size, locations and quantities), parking, utilities, sidewalks (locations, width and materials), lighting (pole, base and fixture detail)
- Color site and building photographs
- Fully dimensioned and colorized exterior elevations showing all sides of every building. In the case of an enlargement of a building, the existing building, as well as the proposed addition, should be shown.
- Samples of exterior building materials including color samples and manufacturer's cut sheets.
- For signs, the size, location, colors, materials, location and lighting should be shown.
- Information should be presented on how the proposed building or sign will complement or improve existing neighboring properties.
- Application form.
- Any other information that the applicant deems necessary to aid the Board in evaluating the design.



