



**TOWN OF WETHERSFIELD, CT
DESIGN REVIEW ADVISORY COMMITTEE
SUBMISSION REQUIREMENTS
AND CHECKLIST**

The Design Review Advisory Committee in reviewing projects under Section 6.12 of the Wethersfield Zoning Regulations shall require submission of Ten (10) copies of the following information to the Planning Office Ten (10) days before a scheduled meeting.

For projects involving significant activity it is recommended that applicants may want to follow a two-step review process:

- preliminary for conceptual review, and
- final for working drawing approval.

It is required that the applicant/developer represent the project at the meeting.

The following information should be submitted for review:

- _____ Design Review Form

- _____ Site Plan prepared by a qualified professional to include location, dimensions and details of the following:
 - _____ Existing trees greater than 12 inches in caliper.
 - _____ Rock outcrops and tree lines.
 - _____ Refuse disposal areas and screening details.
 - _____ Existing and proposed buildings.
 - _____ Walls and Fencing.
 - _____ Existing and proposed roads and driveways.
 - _____ Loading areas.
 - _____ Parking areas and calculations.
 - _____ Interior traffic circulation.
 - _____ Location of streets
 - _____ Drainage
 - _____ Fire Lanes.
 - _____ Pedestrian circulation.
 - _____ Landscaping plan and calculations.

- _____ Color photographs taken from a street view of the property and surrounding properties showing buildings, parking, loading, and landscape areas in relationship to the public street and adjoining

properties. Panoramic views are helpful in conveying the relationship of the project with surrounding properties

Exterior building elevations of all sides of the proposed structures(s) showing: all fenestrations, building materials, colors, signs and other architectural features. In the case of an alteration to a building, the existing building as well as the proposed addition should be shown.

Floor Plans of all buildings. In order for the Committee to have a full understanding of the project and the functioning of the interior spaces.

Samples of the building materials and colors.

Color renderings, if necessary.

The height, locations, fixture design, and intensity of all exterior lighting; expected illumination off the site.

The height, location, dimensions, type, color, materials, illumination and design of all signs.

Perspective drawings to show relationship after development of the site to off-site features, if necessary.

Proposed landscaping plan showing the location of all landscaping with the species, size and shape of all plantings.

All artwork, sculpture, fountains and other ornamental or decorative features visible from surrounding properties.

All provisions for and design of the following appurtenances if visible from the exterior:

a. balconies, sunshades, awnings, louvers, roof leaders, downspouts, utility lines/meters/boxes

b. loading docks, loading spaces, stairs, ramps, refuse storage and pickup areas, visible mechanical equipment, flues, chimneys, exhaust fans.



THE TOWN OF WETHERSFIELD DESIGN REVIEW ADVISORY COMMITTEE SHALL EVALUATE ALL DESIGN PROPOSALS BY CONSIDERING THE FOLLOWING:

Relationship of Buildings to Site. All site components (buildings, signs, plantings, parking areas, vehicular, pedestrian areas and utilities) shall be compatible with the site and adjoining properties.

Relationship of Buildings and Site to Adjoining Area. Adjacent buildings shall be made compatible in texture, lines and massing and monotony shall be avoided.

Landscape and Site Treatment. New plant materials shall be provided and existing features shall be preserved in order to enhance features and provide shade.

Building Design. Materials, textures and color used on the exterior walls and roofs shall emphasize New England style architecture and shall be in harmonious character with adjoining buildings. Architectural style is not restricted and monotony of design shall be avoided.

Miscellaneous Structures and Street Hardware. Miscellaneous structures shall be designed to be compatible with the architectural and landscape design.

Signs. Signs shall be designed to be coordinated with the building design and compatible with adjoining premises. Sign content shall be limited to the minimum needed to convey the sign's message.

Maintenance - Planning and Design Factors. Quality materials and finishes shall be selected for durability and wear and to maintain a good appearance.



**TOWN OF WETHERSFIELD
PLANNING AND ZONING COMMISSION PRE-APPLICATION AND
DESIGN REVIEW ADVISORY COMMITTEE REVIEW FORM**

Project Name _____

Property Address _____

Owner's Name _____

Address _____

Telephone _____ Fax _____

E-mail _____

Applicant/Agent Name _____

Address _____

Telephone _____ Fax _____

E-mail _____

Describe Proposed Activity including all exterior changes, landscaping, lighting with exterior materials, colors and details (attach a listing of materials on a separate sheet if necessary)

Name(s) of Design Team (Architects, Engineers, Designer)

Address _____

Telephone _____ Fax _____

E-Mail _____