



TOWN OF WETHERSFIELD DESIGN REVIEW ADVISORY COMMISSION SUBMISSION REQUIREMENTS AND CHECKLIST

There are several types of applications that require evaluation by the Design Review Advisory Committee (DRAC). Five types of proposals fall into this category: new construction of a multi-family residential structure of four (4) or more units, a special residential development (SRD), new construction of a non-residential structure, any significant exterior building change or other site improvement which requires site plan or design review, and signs.

While the Design Review Advisory Committee does not make official rulings, it does write a recommendation to the Planning and Zoning Commission with any suggestions. It is recommended to submit preliminary or conceptual plans to the Committee for review and comment prior to a formal submission to the Commission. In this case, the Committee shall submit a report, together with its recommendations and suggestions, to the applicant no later than 20 days after the proposal was received.

*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Economic and Community Development Office at (860)-721-2838.

The Design Review Advisory Committee in reviewing projects under Section 6.12 of the Wethersfield Zoning Regulations shall require submission of eight (8) copies of the following information to the Economic and Community Development 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 structure(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:
 - balconies, sunshades, awnings, louvers, roof leaders, downspouts, utility lines/meters/boxes
 - loading docks, loading spaces, stairs, ramps, refuse storage and pickup areas, visible mechanical equipment, flues, chimneys, exhaust fans.



THE TOWN OF WETHERSFIELD DESIGN REVIEW 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.