

## **Checklist – ARCHITECTURAL REVIEW**

***For Special Permits, signs and for any change to the exterior of a buildings in the Business zones, as required in the Zoning Regulations.***

***(Projects in the CBD zone are referred to the Village District Consultant)***

**(See Section 9.3.G of the Zoning Regulations)**

**The Architectural Advisory Committee is scheduled to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month (except in August).**

### **PROCEDURE FOR SUBMISSION AND REVIEW:**

1. Submit application form and required documents to the Planning and Zoning Office. There are no fees required for the AAC review. **(Note: In some cases it may be acceptable to bring drawings and other materials directly to the AAC meeting. The application form should be faxed to 431-2737 in this case – ask when you call for appointment.)**
2. Attend review session with the Architectural Advisory Commission. (The Architectural Advisory Committee is scheduled to meet on the second and fourth Tuesday of each month at 7:30 p.m., Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877. Call 431-2766 for appointment. )
3. The recommendations of the AAC are forwarded by staff to the Planning and Zoning Commission and/or to the Zoning Enforcement Officer, as applicable.
4. The AAC recommendations become part of any Special Permit application or Revision to Special Permit, where the advisory comments are considered in any decision made by the Planning and Zoning Commission. You should make changes to your plans as you see fit, prior to submission to the Planning and Zoning Commission.
5. Although the AAC comments are “advisory,” you should consider their recommendations carefully in making submissions to the Planning and Zoning Commission and/or the ZEO for permits. Alternatively, you should be prepared to explain why plans are not changed as recommended.

# Architectural Review Checklist

(The applications shall consist of two (2) sets of Paper documents and an electronic submission of all materials via PDF email or on USB drive.)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or signature of an Authorized Agent, with letter of authorization from the property owner.
- ☐ 2. A statement describing in detail the proposed project or activity.
- ☐ 3. **BUILDING RENOVATIONS / SPECIAL PERMITS / SITE PLANS:**  
Where applicable, two (2) copies of a site plan at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor showing, **OR**, copy of the same site plan prepared for an accompanying or future submission to the Planning and Zoning Commission, **OR**, site plan sufficient to show the location of:
  - existing and/or proposed buildings and appurtenances thereof;
  - existing and/or proposed parking accommodations;
  - existing and/or proposed buffer strips and landscaping;
  - access and egress details for pedestrian and vehicular traffic;
  - existing and/or proposed SIGNS, and
  - adjacent roads, curb cuts, and width of rights-of-way and travel way.
- ☐ 4. Where applicable, two (2) copies of a scaled drawing showing proposed exterior elevations of buildings, including dimensions.
  - samples of building materials (siding, roofing, paint colors, etc.)
- ☐ 5. Where applicable, two (2) copies of a scaled drawing showing the design of any proposed **SIGN**:
  - dimensions (length, width, height)
  - drawing of sign design and content
  - colors of sign
  - materials for construction
  - site plan showing location of proposed free-standing sign
  - building elevations showing location and proportions of wall signs
- ☐ 6. Where applicable, two (2) copies of a landscaping plan showing proposed planting areas, lighting, buffer areas, sidewalks, etc.
- ☐ 7. Suggested/helpful: Color photographs of the existing site.