



PLANNING & ZONING DEPARTMENT

Town Hall Annex, 66 Prospect St., Ridgefield, CT 06877
203- 431-2766 Fax 203-431-2737

REQUEST FOR ARCHITECTURAL REVIEW

INSTRUCTIONS: There are no fees for Architectural Review by the Architectural Advisory Committee. Submit the original, signed copy of this form, and, in accordance with the "Checklist – Architectural Review," include copies of the request form with all required supporting data in the quantities shown on the checklist.

1. PROPERTY LOCATION AND DESCRIPTION:

- a. Site address: _____
- b. Assessor's ID No: _____ Zone: _____ Acreage: _____
- c. Describe any easements or deed restrictions relating to the site and attach a copy of each: _____

2. PROPOSED PROJECT: Is this part of an application that will also be reviewed by P&Z? ___yes ___ no

- Building / Wall Sign
- Free-standing Sign
- Other Sign (Specify) _____
- Exterior Renovation (Describe) _____
- New Construction (Describe) _____

3. APPLICANT: _____

- a. Name: _____
- b. Mailing address: _____
- c. City: _____ State _____ Zip code _____
- d. Phone: _____ Fax: _____
- e. E-mail address: _____

4. RECORD OWNER:

- a. Name: _____
- b. Mailing address: _____
- c. City: _____ State _____ Zip code _____
- d. Phone: _____ Fax: _____
- e. E-mail address: _____

5. AUTHORIZED AGENT:

- a. Name: _____
- b. Mailing address: _____
- c. City: _____ State _____ Zip code _____
- d. Phone: _____ Fax: _____
- e. E-mail address: _____

6. ATTACHMENTS:

- Architectural Review Checklist and all Attachments

The undersigned hereby applies for an appointment with the Architectural Advisory Committee of the Town of Ridgefield for review of proposed developments, improvements and/or signage as required by the Zoning Regulations, and declares that the statements contained herein and in all accompanying documents and/or drawings are, to the best of his/her knowledge and belief, true and accurate as presented. Further, as owner, the undersigned hereby grants permission to the Ridgefield Planning and Zoning Commission and its authorized representatives to enter upon the property proposed for the development, for the purposes of reviewing the application, inspection, and enforcement of the Zoning Regulations of the Town of Ridgefield.

This agreement shall be binding on the heirs, executors, administrators, successors and assigns of the undersigned.

APPLICANT(S)

Signature Date

Signature Date

OWNER(S) OR AUTHORIZED AGENT (IF DIFFERENT FROM APPLICANT)

Signature Date

Signature Date

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 2nd and 4th 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

- 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, three (3) 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, three (3) 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, three (3) 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, three (3) copies of a landscaping plan showing proposed planting areas, lighting, buffer areas, sidewalks, etc.
- 7. Suggested/helpful: Color photographs of the existing site.

AAC/VDC* Sign Application check list

Architectural Advisory Committee**			
Application copies	Documents required	Fees	Development Application
3	<ol style="list-style-type: none"> 1. Application 2. A brief narrative about the sign proposal describing sign, size and location. 3. Colored sign pictures 4. Sign specs/Size/Dimension including total Square feet 5. Rendering of signs showing actual pictures on the building/Wall/freestanding 6. Site plan/Survey of where sign is located. 7. Picture of the building showing location of sign. 8. Bring sample of colored Awning Fabric. 	No fees	<p>After the approval from AAC/VDC the next step is applying for the building permit via View Permit</p>
Village District Consultants**			
Application copies	Documents required	Fees	Development Application
18	<ol style="list-style-type: none"> 1. Application 2. A brief narrative about the sign proposal describing sign, size and location. 3. Colored sign pictures 4. Sign specs/Size/Dimension including total Square feet 5. Rendering of signs showing actual pictures on the building/Wall/freestanding 6. Site plan/Survey of where sign is located. 7. Picture of the building showing location of sign. 8. Bring sample of colored Awning Fabric. 	\$170.00	<p>After the approval from AAC/VDC and PZC the next step is applying for the building permit via View Permit</p>

*Please contact the office for the meeting schedule or check the Town's website for schedule.

**The Application must reach the office by 2:00PM on Friday before the scheduled Tuesday meeting.

DEVELOPMENT APPLICATION

(Next Step after the Approvals from AAC/VDC)

Once the approval is received from AAC/VDC, you must apply for a Development Application for the item approved by the AAC/VDC (Signs/ Building alterations, etc.) via View Permit System:

<https://www.ridgefieldct.org/town-ridgefield-online-permit-system>

- 1. Click on the “Building” Tab, and select the applicable permit type.**
- 2. Submit the necessary paperwork and fees applicable for your permit.**

Contact the Land Use Department for further assistance:

Building: 203-431-2743

Zoning: 203-431-2766