

Architectural Review Application

Next meeting is Thursday, \_\_\_\_\_  
at 6:30 p.m. in SKAKET ROOM, Town Hall

Location \_\_\_\_\_

Business Name \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone \_\_\_\_\_

Applicant Name \_\_\_\_\_

(if not owner)

Applicant Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_

Description of proposed changes:

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Note: ARC scheduled meetings on the second and fourth Thursday each month.

Applicant must attend the committee meeting on the day of review in order to present the proposed changes and answer questions.

Application for Preliminary Review must be submitted to the Building Department no later than 9 a.m. Tuesday (week of meeting) in order to be on the agenda. If not on the agenda, an application can be reviewed but no decision will be made.

See reverse side for further information

## Architectural Review Committee

Approval is required for new or revised existing signs, exterior alterations, additions, new commercial buildings, color changes, awnings, etc. Any work which results in a change in exterior appearance must be approved.

Applications for preliminary review are available at the Building Department.

### **For sign review the applicant must provide:**

- Five copies of elevation drawings, to scale, of sign with dimensions, colors and typeface (only one will be retained). You should consider a professional sign maker to prepare the drawings.
- Photographs of location and surrounding area\*
- Site plan with location of sign marked
- Color samples
- Lighting (if applicable)

In most cases, the Final Review will be waived for signs.

### **For exterior alteration, addition, new building reviews:**

- Five copies of plan and elevation drawings to scale (only 1 will be retained).
- Photographs of building (if existing)\*
- Color and Material Samples (include lighting type)
- Site Plan

Final Review may be requested for additions or alterations.

**Fees:     \$10 for Sign Review**  
**\$25 Other**

**Note:** ARC Approval is not needed for 1 or 2 family residences, interior changes, buildings in Old King's Highway Historic District or Industrial District.

**\*Color photographs should present reasonably accurate colors.**