



# DESIGN REVIEW

## Application Form

The Architectural Review Board reviews the scale, massing, and materials of signs, buildings, structures, and improvements to a site with regard to how its design affects the character of the town. The framework of the Design Review process is based upon the Design Standards of the *Old Saybrook Zoning Regulations*. Each element of Design Review may appear individually minor in detail; however, in combination, they make the difference between a good project and a bad project.

It is often best to meet with Land Use Department staff before you complete the plans for your project so that you may address particular issues and adjust your project before you make a significant investment of time and money. Design Review guides projects in 3 basic steps: 1) Land Use Department staff previews the project and provides comments to the applicant before application for Design Review; 2) the ARB conducts its Design Review and recommends approval, modification, or denial to the Zoning Commission; and 3) the Zoning Commission renders a final decision with due consideration of comments from the ARB, the staff, the applicant and the public.

*The ARB meets on the 2nd & 4th Monday each month at 7:30 p.m.  
in the 2nd Floor Conference Room of the Town Hall.  
The Zoning Commission meets on the 1st & 3rd Monday each month.*

### Application for Design Review

Applicant: .....  
Address: .....  
Agent: .....  
Address: .....  
Telephone: .....  
E-mail: .....

Name of Business: .....  
Property Location: .....  
Neighborhood: .....  
Map / Lot..... Zoning District(s): .....  
 Retail/Office  
 Industrial  
 Residential

### Type of Application:

- Sign
- Site Plan
- Special Exception
- Planned Residential Development
- Municipal Improvement
- Façade Renovation
- Other: .....

### Submit complete Application TWO WEEKS before the meeting at which you wish to attend:

- Building Elevations
- Site Plan
- Photos of Existing & Adjacent
- Sign Details
- Parking Plan
- Landscaping Plan
- Mat'ls Lists & Color Samples
- Lighting Plan

### Submit EIGHT SETS of the following materials for complete and timely Design Review:

- 1/9/12
- 1/23/12
- 2/13/12
- 2/27/12
- 3/12/12
- 3/26/12
- 4/9/12
- 4/23/12
- 5/14/12
- 5/30/12
- (Weds.)
- 6/11/12
- 7/9/12
- 8/13/12
- 9/10/12
- 9/24/12
- 10/10/12 (Weds.)
- 10/22/12
- 11/14/12 (Weds.)
- 11/26/12
- 12/10/12
- 12/26/12 (Weds.)

TOWN OF OLD SAYBROOK  
**Architectural Review Board**  
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