

VILLAGE DESIGN REVIEW APPLICATION CHECKLIST

§405, Village Zoning Regulations

To be complete, your application must include the following items:

- Application form & fee**
- Elevations / Photos**
 - Photos or elevations drawn to scale of ALL EXISTING SIDES of the involved structure showing materials, architectural details, and all exterior equipment on the roof, on the walls, and on the ground.
 - Elevations drawn to scale of ALL PROPOSED CHANGES to the building including those details listed above.
- Site plan** showing the following:
 - Existing and proposed landscaping plans including trees, signs, fences, walls , drives and parking areas.
 - Outdoor lighting plan for building, access road, driveway, parking lot, sidewalk, etc.
 - The location of existing & proposed structural improvements, including drives & parking
 - Setback distances from front, side, and rear boundaries or road.
 - Frontage and lot size

VILLAGE DESIGN REVIEW WORKSHEET

This worksheet is provided to assist applicants in understanding the procedures and submission materials required by the Design Review Board (DRB) and the Village Development Review Board (VDRB) for projects proposed within the Village Design Review District. For complete details of the regulations, see Section 405 of the Zoning Regulations.

The DRB is an advisory body to the VDRB. The former meets on the 1st and 3rd Wednesdays of each month at 4:00 PM, and the latter on the 2nd and 4th Wednesdays at 7:30 PM. This schedule permits the DRB recommendations to be acted upon by the VDRB in as timely a manner as possible. To avoid possible delays due to an incomplete submission, it is incumbent upon the applicant to provide a complete and clear description of their proposal. Submission materials may vary according to the scale and complexity of the applicant's proposal.

Purpose: The purpose of submission materials is threefold:

1. To describe clearly the physical appearance of the proposal.
2. To illustrate clearly the visual impact of the project as perceived by the general public and immediate neighbors.
3. To provide accurate documentation of the project for public record and for compliance with final construction.

Specific Requirements

Description: Provide a verbal statement of intent, augmented by detail description of materials and specifications. The level of detail should be consistent with the complexity of the proposal.

Photographs: Provide photos of the existing conditions as well as the relation of the project to the street and to neighboring properties. Where helpful, photos may also be provided to illustrate similar projects and/or details to be incorporated.

Architectural Drawings: For a complex rearrangement of a building's façade, addition of porches or rooms, changes to rooflines, or total new construction, drawings to a measurable scale are required to illustrate the extent of the proposal, as well as architectural details and materials such as: siding; roof eave, soffit and rake trim; door and window trim at jamb, head and sill; shutter sizes and detail; porch columns or posts with capital and base trim; porch railings; masonry treatment; etc. For new construction, perspective images or a model of the project may also be requested.

Site Drawings: Where a project involves alteration to the site (removals or new structures), drawings to a measurable scale of the impacted area will also be required. These must clearly show property lines and the position of neighboring buildings potentially affected. Both existing and proposed locations of walls, steps, fences, driveways, walkways, terraces, major trees, etc. should be shown for the applicant's property and possibly for a neighboring property if in close proximity. If changes to site grades are proposed, spot elevations, site sections or contour levels may be needed to describe the flow of roof and/or surface water.

As indicated, ***the level of detail required depends on the scope and complexity of the proposed work.*** Replacement of deteriorated windows, for example, may only require photographs and manufacturer catalogue materials. However, architectural alterations, additions, new construction and/or sensitive site issues may require assistance in providing the measured drawings mentioned above. If a proposal lacks sufficient clarity and detail, the DRB or VDRB may require the applicant to re-submit with additional materials. This could adversely affect the applicant's anticipated schedule. Thus it is to the applicant's advantage to be as complete as possible at the outset. If unsure as to how to proceed, an applicant may schedule an informal meeting with the Village Administrative Officer Michael Brands, or arrange a non-binding discussion with the DRB at one of their regular meetings to clarify potential submission requirements.