

ARCHITECTURAL REVIEW GUIDELINES FOR APPLICANTS

The Architectural Review Board facilitates the site plan review process by providing guidance to the Planning and Zoning Boards with regard to the design of buildings, structures, landscaping and site layout, with the objective of promoting development projects that are in harmony with Westerly's architectural heritage, and is in context which promote, encourage and improve the appearance, beauty and character of the community.

The Architectural Review Board functions in an advisory capacity to the Planning and Zoning Boards, commenting on submitted site plan applications with regard to the scale, massing, and proportions of buildings, landscaping, public spaces, lighting and signage. However, this is not a review of the zoning regulations relative to use of a property, or for building code compliance. The Architectural Review Board's recommendations are not binding; rather, they are of an advisory nature only, and a plan's endorsement by the Board does not imply or guarantee subsequent approval of an application by the Planning and Zoning Boards. Since design review is obligatory for in fill residential, commercial, retail, mixed-use and multi-family development projects, prospective applicants are encouraged to meet with Planning Department staff prior to Pre-Application and Concept Review and before undertaking a significant investment in project development and site design.

Proposals Requiring Architectural Design Review

Architectural Review Board may review upon referral from the Planning Board the following development proposals submitted to the Planning and Zoning Boards:

- Site plan and special use permit applications submitted for restoration, rehabilitation or re-use of existing or new construction of commercial, institutional, industrial, including in-fill residential in existing traditional neighborhoods, multi-family or mixed-use developments.
- Significant exterior changes to existing commercial, institutional, multi-family or mixed-use structures, defined as building additions, partial demolitions or replacement of materials comprising 25% or more of a structure's exterior façade. The Planning and Zoning Boards may require Architectural Review Board review for applications that do not meet this definition when proposed exterior changes have the potential to significantly affect the historical integrity of the district where the project is proposed.
- The design of commercial signs.

Steps in the Design Review Process

There are three basic steps to Westerly's design review process:

- 1) Planning department staff reviews the project and provides general guidance to applicants prior to submission of a formal application;
- 2) the Architectural Review Board conducts its review and submits written recommendations to the Planning & Zoning Board; and
- 3) the Planning & Zoning Board conducts its own review, which may include two public hearings, and renders a final decision with due consideration of comments from the Architectural Review Board, planning staff, the applicant, State and Federal agencies and the general public.

The Architectural Review Board meets on the 1st Thursday of each month in the Town Hall.

Required Submission Materials

Developments requiring Architectural review must submit eight (8) complete copies of the application form, site plans and architectural renderings in addition to the site plans and application materials required for Planning and/or Zoning Board review. Applicant's design team shall be present at the Architectural review meetings or the application will not be heard. Required submission materials include:

- Completed application form, including: name and address of applicant, *architectural or landscape designer*, architect, and landscape architect; property location and acreage; sq. ft. of each proposed building; building use; written narrative stating how the project's architectural design and site layout protects and strengthens the visual definition and identity of Westerly's architectural heritage within each individual village context. *Comparable examples or established precedents are strongly encouraged.*
- Site plan depicting all proposed physical improvements including changes to topography and proposed buildings, driveways, parking areas, walkways, exterior lighting, *signs*, buried and above-ground utilities and utility boxes, external building mechanical systems, stormwater drainage, trash enclosures, retaining walls and fences, open space areas, etc.
- Landscape plan, prepared by a *landscape designer or* registered landscape architect in the State of Rhode Island, depicting placement of all types and quantities of plant species to be used in landscaping. A planting installation schedule and maintenance plan must be provided. Location, species and trunk diameters of all existing trees to be preserved, and areas where trees will be removed.
- Detailed elevation drawings and dimensions of all proposed buildings, prepared by a State of Rhode Island licensed architect *or architectural designer*. Material list and specifications including samples, brochures, and/or photographs of all exterior materials, finishes and fixtures. Specification of material types and colors to be used,

including but not limited to siding, windows, doors, roofing, etc. Vegetation shown on elevation drawings must correspond to that depicted on the landscape plan.

- Site details (or catalog cuts) for fencing, dark sky principle lighting, pedestrian walkways, retaining walls, curbing, etc.
- Applicants installing signage to serve new or existing buildings must submit photographic or color renderings, including overall exterior dimensions, dimensions of lettering and graphics, style, materials, colors, and lighting. The site plan must indicate location of all proposed signs. All signs shall conform to Section 260-86 of the Westerly Zoning Ordinance.
- *Context rendering or 3-D modeling may be required at the request of the board.*

**Town of Westerly, Rhode Island
Architectural Review Board
Application Form**

Applicants must submit eight (8) complete copies of plans and renderings to the Planning Office no later than the date of application submission for a Special Use Permit or Development Plan. Endorsement by the Architectural Review Board does not imply or guarantee approval of an application by the Planning & Zoning Board.

ARB Application #	Submission Date:
Map/Block/Lot:	Zoning District:
E-911 Street Address:	
Name of Applicant:	
Mailing Address:	
Applicant's Phone & Email:	
Architect or Architectural Designer: Name / Address/ Phone/ RI Registration # as applicable or RI Tax ID #:	
Landscape Architect or Designer: Name / Address / Phone/ RI Registration # as applicable or RI Tax ID #:	
Project Narrative: Provide parcel acreage, sq. ft. of each proposed building, and building use. A written narrative must state how the project's architectural design and site layout protects and strengthens the visual definition and identity of Westerly's architectural heritage and village context.	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date