



# Architectural Review Guidelines

## Architectural Review Application Form

Applicants must submit six (6) complete copies of plans and renderings to the Planning Office no later than the date of application submission to the Planning Board and/or Zoning Board. The Architectural Review Board meets on the 1<sup>st</sup> Thursday of each month and an Advisory Opinion must be rendered before the application can be presented to the Planning Board or Zoning Board of Review.

### **APPLICATIONS MUST BE DESIGNED AND REPRESENTED BY A DESIGN PROFESSIONAL LICENSED IN THE STATE OF RHODE ISLAND AS REQUIRED WITHIN RIGL 5-1-14.**

The applicant's Project Design Professional shall be present at the Architectural Review Board meeting(s) or the application will not be reviewed. Any other Design Professionals associated with the Design Team are encouraged to attend. Endorsement by the Architectural Review Board does not imply or guarantee approval of an application by the Planning and/or Zoning Board of Review.

|  |        |  |  |
|--|--------|--|--|
| <b>SECTION 1. PROPERTY AND FILING INFORMATION</b>  |        |  |  |
| Date:  |        | Project Name:                                    |  |
| Applicant Name:  |        | Project Address:                                 |  |
| Applicant Phone:   |        | Assessor's Plat/Lot:                             |  |
| Applicant Email:   |        | Zoning District:                                 |  |
| <b>SECTION 2. PROJECT PROFESSIONALS</b>  |        |  |  |
| If not being represented by a Licensed Design Professional, please check the <b>Waiver Requested</b> box and provide an explanation in the space provided for the ARB to determine if the waiver is justified. |        |  |  |
| <b>Licensed Design Professional</b>  |        | <input type="checkbox"/> <b>Waiver requested</b> |  |
| Name/Company:  |        |  |  |
| RI Reg. #:   | Phone: | Email:   |  |
| <b>Explanation for waiver (if requested):</b>  |        |  |  |
|  |        |  |  |
| <b>Other Associated Site Professionals</b>   |        |  |  |
| Name/Company:  |        |  |  |
| RI Reg. #:   | Phone: | Email:   |  |

|  |               |               |
|--|---------------|---------------|
| <i>Name/Company:</i>   |               |               |
| <i>RI Reg. #:</i>  | <i>Phone:</i> | <i>Email:</i> |
| <i>Name/Company:</i>   |               |               |
| <i>RI Reg. #:</i>  | <i>Phone:</i> | <i>Email:</i> |
| <b>SECTION 3. SUBMISSION MATERIALS</b> <i>(required to be submitted along with this application)</i><br><i>If information is not being included, please check the <b>Waiver Requested</b> box and provide an explanation in the space provided for the ARB to determine if the waiver is justified.</i>  |               |               |
| <b>Project Narrative</b>   |               |               |
| <i>Project Narrative should provide parcel acreage and floor space/size of each proposed building and/or building use. 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. Comparable examples or established precedents are strongly encouraged.</i>  |               |               |
| <b>Site Plan</b> <span style="float: right;"><input type="checkbox"/> <b>Waiver requested</b></span>   |               |               |
| <i>Site Plan should depict 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 and/or any other elements pertinent to the development project.</i>   |               |               |
| <b>Explanation for waiver (if requested):</b>  |               |               |
| <b>Landscaping Plan (if applicable)</b> <span style="float: right;"><input type="checkbox"/> <b>Waiver requested</b></span>  |               |               |
| <i>Landscaping Plan should be prepared by a Landscape Architect registered in the State of Rhode Island, depicting placement of all types and quantities of plant species to be used. 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.</i>  |               |               |
| <b>Explanation for waiver (if requested):</b>  |               |               |
| <b>Detailed elevation drawings/renderings</b> <span style="float: right;"><input type="checkbox"/> <b>Waiver requested</b></span>  |               |               |
| <i>Detailed elevation drawings/renderings of all proposed buildings should be prepared by an Architect registered in the State of Rhode Island. Material lists and specifications including samples, brochures, and/or photographs of all exterior materials, finish and fixtures should be included. Specifications of material types and colors to be used, including but not limited to siding, windows, doors, roofing, should also be included. Vegetation shown on elevation drawings must correspond to those depicted on landscape plans. Context renderings or 3D modeling may be required or requested by the Architectural Review Board when appropriate.</i> |               |               |
| <b>Explanation for waiver (if requested):</b>  |               |               |

**Site Details**  **Waiver requested**

*Site details (or catalog cuts) should be included for those improvements associated with fencing, dark sky principle lighting, pedestrian walkways, retaining walls, curbing, etc.*

**Explanation for waiver (if requested):**

**Signage Details**  **Waiver requested**

*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*

**Explanation for waiver (if requested):**

**SECTION 4. ATTESTMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

*This box for stamp of receipt only*