

ARCHITECTURAL REVIEW BOARD APPLICATION



TOWN OF MONROE
PLANNING & ZONING DEPARTMENT
7 Fan Hill Road, Monroe, CT 06468
(203) 452-2812

FOR OFFICE USE:

ARB File # _____

Project Name: _____

PZC Project #: _____ PZC File #: _____

Street Address: _____

Assessor Map: _____ and Lot: _____ Zoning District: _____ Lot Acreage: _____

REQUIRED APPLICATION SUBMISSION MATERIALS

- **Formal Application Submission** – Provide **five (5) paper application sets** (*plans folded and materials collated into individual sets*) and **one (1) pdf CD** including the following materials: (a) signed application form; (b) supporting application narrative; and (c) Submission Materials Required as listed below.
- **Sealed and Certified Plans** – All Surveys, Site Plans and Architectural Plans shall be current and include an original seal and live signature certification of the professional preparer.
- **Submission Materials Required**
 - ☐ **Site Plans and Details – Layout, Grading and Landscape Plans and Details (24" x 36" Sheets)**
Site Plans shall indicate the existing and proposed treatment and detail of all site and building improvements; landscaping specifying location, number and type of vegetation; ingress and egress of vehicular and pedestrian traffic; parking and sidewalks; and the like.
 - ☐ **Architectural Plans – Floor Plans and Exterior Elevations of ALL sides (24" x 36" Sheets)**
Floor Plans shall indicate entrances and exits with relation to exterior components, and interior use and layout, as well as interior connections between floors. Elevations shall clearly show and indicate proposed building materials and finishes; dimensions sufficient to establish overall building height and width and other pertinent dimensions to clearly describe design intent. Where an addition to an existing building or structure is proposed, the existing building or structure shall be shown grayed-out to contrast existing from proposed.
 - ☐ **Signage and Lighting Plans and Details (24" x 36" Sheets)**
Design and details of signs and light fixtures, including catalog cuts, materials, colors and photometric plan.
 - ☐ **Materials/Finishes**
Indicate materials and finishes on Elevations and Details. Provide samples of materials and finishes.

☐ **Relation to Adjacent Area**

Provide photographs of the project site and surrounding area.

☐ **Other Information**

Provide additional information as necessary to clearly describe the proposed project or as required by the ARB.

Application No. _____ File No. _____

CONTACT INFORMATION

1. Applicant's name: _____

Address: _____

Phn/Cell: _____ Email: _____

Property interest: ☐ Owner ☐ Contract Vendee ☐ Tenant ☐ Other _____

2. Owner's Name: _____

Address: _____

Phn/Cell: _____ Email: _____

3. Primary Contact Name: _____

Business Address: _____

Phn/Cell: _____ Email: _____

The applicant's Primary Project Contact will be sent all correspondence (primarily via email) during the course of the project review and is responsible for distributing to the other applicant representatives.

4. Application Professionals *Name* *Phone/Cell* *Email*

Attorney: _____

Surveyor: _____

Engineer: _____

Landscape Architect: _____

Architect: _____

Other:

DESCRIPTION OF PROPOSED PROJECT

☐ New Building/Structure on Undeveloped Lot ☐ Addition to Existing Building/Structure on Developed Lot

_____	Existing Footprint:	_____ sf	New
Existing GFA: _____ sf	Footprint: _____ sf	Total	
New GFA: _____	Footprint: _____ sf		
Existing Height / Stories: _____	_____ sf	Total	
Proposed Height / Stories: _____	GFA: _____		
_____ sf ft	_____ stories ft	_____	
_____ stories			

☐ Other Proposed Site Improvements:

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ARB MISSION

The mission of the **Architectural Review Board (ARB)** is to assist applicants interested in constructing new buildings and structures, or altering and expanding existing buildings and structures, in the Town of Monroe ensure such proposals compliment the historical and residential nature of the Town and help preserve the quality of the Town's built and natural environments for generations to come.

ARB SERVES AN ADVISORY ROLE TO PLANNING AND ZONING COMMISSION

The ARB serves as an advisory Board to the Monroe Planning and Zoning Commission. The Planning and Zoning Commission is the approval entity of all projects before ARB.

ELEMENTS CONSIDERED BY ARB

The ARB evaluation will consider the following:

- **Landscape and Environment** – To ensure compatibility and complimentary changes to Monroe landscapes and environmental conditions; and to prevent the unnecessary destruction or blighting of the natural landscape or of the existing developed environment.
- **Design of Buildings and Structures** – To ensure Site Plans, architectural design and construction materials and finishes are of such nature and character they will compliment, be compatible and protect and preserve the integrity of existing patterns, styles, and vernacular image and character of the project site and surrounding area; while protecting property values of the Town.
- **Relationship of Buildings and Structure(s) to Open Space** – To ensure the treatment of disturbed areas in relation to open areas relates to existing topography and natural environmental conditions and patterns, as well as to existing buildings and structures of the site and surrounding area.
- **Consideration of Adjoining Properties and Uses** – To ensure reasonable provisions have been made for sight and sound buffers, preservation of views, and other design elements which may have impact adjoining properties and land uses.
- **Design of Accessory Elements** – To ensure the function and design of accessory project elements including but not limited to lighting, signage, landscaping are appropriately considered and incorporated, with emphasis on the scale and density of street landscaping elements, delivery route and refuse storage screening, and the like.

ARB MEETING SCHEDULE

- ARB meetings are second and third Tuesday of each month, except August and December, and holidays.
- ARB meetings begin at 7:30 pm and applicants and their professional representatives must attend and present their proposed project plans, and answer questions of the ARB.
- Most applications are evaluated in a single meeting, but additional meetings may be required based on the proposed project, its complexity or scale, and if sufficient information is not provided.

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I(we) hereby certify that I(we) make this application as or on behalf of and with the full authority of the owner(s) of the property or premises and am aware of and understand the Zoning, Subdivision and Inland Wetlands Regulations pertinent to the application and affirm that the statements and information provided are accurate and true. Further, all the undersigned hereby authorizes the Town of Monroe and its agents, to access the premises for the purpose of application investigation, site review, inspection of improvements or construction, and enforcement of the Town's Regulations and Ordinances, and the General Statutes of the State of Connecticut, as may be applicable.

All the undersigned warrant the truth of all statements contained herein and in all supporting documents according to the best of their knowledge and belief. Further, all the undersigned understand and agree that the Architecture Review Board (ARB) and/or its Staff/Consultants may request additional information and it is the applicant's/owner's responsibility to provide this information in a timely fashion and to the ARB's satisfaction. If

the information provided is incomplete or inaccurate, the ARB may hold additional meetings with the applicant and/or render a negative report and recommendation to the Planning and Zoning Commission.

This agreement shall be binding on all heirs, executors, administrators, successors and assigns of all undersigned.

APPLICANT(S) – (Both Applicant and Owner Notarized Signatures are Required)

_____	_____	_____
Applicant Name Printed	Authorized Signature	Date

_____	_____	_____
Additional Applicant (Provide additional sheets as needed)	Authorized Signature	Date

Subscribed and sworn to by _____ on this day of _____, 20____, before me:

Notary Public, Justice of the Peace, Commissioner of the Superior Court

Please note the following: This application must include the owner's signature and notarization or a written, notarized consent to submit this application, signed and dated by the owner.

OWNER(S) – (Both Applicant and Owner Notarized Signatures are Required)

Owner Business Name

_____	_____	_____
Authorized Member Name Printed	Authorized Signature	Date

Subscribed and sworn to by _____ on this day of _____, 20____, before me:

Notary Public, Justice of the Peace, Commissioner of the Superior Court