



SUBMISSION INSTRUCTIONS & APPLICATION REQUIREMENTS CHECKLIST – ARCHITECTURAL REVIEW

(Include relevant completed checklist with each stage of review)

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Application Instructions:

Architectural Review (No fee)

Architectural review includes review of site plans prepared by a design professional, or multiple design professionals, depicting existing and proposed site conditions, and consideration of the design of buildings, structures, landscaping, and site layout with the objective of promoting development projects that are in harmony with the context of their surrounding neighborhoods.

Submission of Application:

- Submit one (1) paper copy of all application materials, including the Project Review Form, Project Team Form, Owner Authorization Form, relevant Checklist of Requirements for current phase of Planning review, this Checklist of Requirements with all supporting documentation, including one (1) full-sized (24-inch by 36-inch) “Project Plan Set,” as described herein, to the Office of Planning, along with required application fee in the form of a check made out to “Town of Westerly” to the following address:

Town Planner, Office of Planning, Westerly Town Hall
45 Broad Street, Westerly, RI 02891

- Submit all application materials electronically (in PDF format and shapefiles, as applicable) to aenziolor@westerlyri.gov, or via mail on CD.

Note: One (1) additional paper copy of select application materials may be needed for each seated Architectural Review Board member, including plan sets on 11-inch by 17-inch sheets. The exact number of paper copies required will be requested prior to the meeting and are not needed upon initial application submission.

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All **Architectural Review** submissions shall contain the following information. Check all that apply, and provide a written statement explaining any item(s) determined by the applicant to be not applicable.

HISTORIC DISTRICTS AND HISTORIC PROPERTIES:

All properties, within a nationally designated Historic District, local historic overlay district or any individual nationally designated historic property, subject to review and approval by the Planning Board may require a written opinion from the Rhode Island State Historic Preservation Officer (RI-SHPO). Applicants shall contact the Town Planner at (401) 348-2536 for instructions.

LICENSED DESIGN PROFESSIONALS:

If submitted, or intended to be submitted, to the Planning Board for approval, project plans and drawings **shall** be prepared, signed, and stamped by the appropriate land-use design professional (i.e. registered architect, landscape architect, professional engineer and/or land surveyor) licensed in the State of Rhode Island, as regulated by Title 5 of the RI General Laws. Plans and drawings for the construction of structures in excess of thirty-five thousand (35,000) cubic feet of enclosed space **must** be signed and stamped by an architect registered in Rhode Island.

The licensed design professional(s) responsible for the plans and drawings shall be present at the Architectural Review Board meeting to present the project.

PROJECT PLAN SET:

Project Plan Set shall include the following:

- 1. All plan view sheets shall contain the following information:
 - a. Name and address of property owner(s), applicant, engineer, and land surveyor
 - b. Date of plan preparation, with revision date(s)
 - c. Plat and lot and 911 address of project parcel and abutting properties
 - d. North arrow and graphic scale (1" = 40') (except on detail sheets)
- 2. Existing conditions sheet (separate from proposed conditions), including the following:
 - a. Lot dimensions and area in square feet or acres.
 - b. Existing structures and their relationship and distances from lot boundaries.
 - c. Zoning district(s) and overlays, front, side, and rear yard setbacks for each property (i.e., building envelope)
 - d. FEMA flood hazard zone, with associated base flood elevation, if applicable.
 - e. Wetland and/or coastal feature boundaries, and associated RIDEM or CRMC buffers, if present. Include date of site investigation and wetland

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- biologist who performed any wetland delineations on the property. If verified by RIDEM or CRMC, date verified.
 - f. Notes stating whether or not the development will be located in any National Historic District, Natural Heritage Areas, areas managed by a Special Area Management Plan (SAMP), or OWTS Critical Resource Area. And if any historic cemeteries, homes, or buildings are on the parcel.
 - g. Existing topography at two-foot intervals.
 - h. Existing landscaping and/or natural vegetation, including existing tree line and any trees larger than 15 inches in diameter.
 - i. Existing Streets, 911 address, wells, septic system.
 - j. Any unique site conditions or features (e.g., stone walls, retaining walls fences, exposed bedrock, etc.)
 - k. Existing utilities, including sewer, water, gas, electric, wells, OWTS, telecommunications or other above or belowground utilities, and stormwater drainage features.
 - l. Existing easements and rights of way on the parcel, with notation of Book and Page reference to Westerly Land Evidence Records.
- 3. Proposed conditions sheet (may be multiple sheets if deemed necessary), including all information from existing conditions sheet using symbology to easily distinguish between existing and proposed (i.e., faded symbology for existing conditions, darker symbology for proposed), with the following additional information:
 - a. Proposed structures/features, and their relationship and distances from lot boundaries. Include any accessory structures/features, such as fences, walls, etc.
 - b. Proposed utilities, including sewer, water, gas, electric, OWTS, wells, or other above or belowground utilities.
 - c. Proposed stormwater management features.
 - d. Proposed topography at two-foot intervals, including detailed site grading.
 - e. Proposed driveways, parking areas, and walkways.
 - f. Proposed landscaping and vegetation clearing limits.
 - g. Table stating project meets all dimensional requirements for the zoning district and/or specific use.
 - h. North arrow and graphic scale
 - i. Proposed easements and rights of way on the parcel.
 - j. Approximate location, dimension, and area of any land proposed to be set aside preserved land or open space.
 - k. Approximate location, dimension, and area of any land for conveyance to Town of Westerly for stormwater drainage purposes.
 - l. Soil erosion and sediment controls appropriate for construction.

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- m. Proposed phasing of construction, including timing of such phasing, and any site restoration work.

- 4. A Landscaping Plan prepared by a Landscape Architect registered in the State of Rhode Island. The Plan shall include the following information:
 - a. Placement of all types and quantities of plant species to be used
 - b. Planting installation schedule and maintenance plan
 - c. Location, species, and trunk diameters of all existing trees to be preserved, and areas where trees will be removed.

- 5. Detailed elevation drawings/renderings of all proposed buildings should be prepared by an Architect registered in the State of Rhode Island. The following shall be included:
 - a. Material lists and specifications including samples, brochures, and/or photographs of all exterior materials, finish, and fixtures.
 - b. Specifications of material types and colors to be used, including but not limited to siding, windows, doors, roofing.
 - c. Vegetation shown on elevation drawings must correspond to those depicted on landscape plans.

Context renderings or 3D modeling are encouraged and may be requested by the Architectural Review Board when appropriate.

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

SUPPORTING MATERIALS:

- 1. Vicinity map encompassing the area within ½ mile of the development parcel, showing the following information:
 - a. Locations of all streets, existing lot lines, zoning district boundaries and zoning overlay districts.
 - b. Location of schools, parks, fire station, and other significant public facilities shall be indicated and labeled on the locus map.
 - c. Identify conservation land, FEMA flood hazard areas, wetlands and watercourses (indicate whether areas have been delineated or are based on RIGIS mapping), Natural Heritage Areas, areas managed by Special Area Management Plan (SAMP), and onsite wastewater treatment system (OWTS) Critical Resource Areas.
 - d. Identify commercial and residential uses within 500 feet of the property.

- 2. A thorough and complete Narrative Description including, but not limited to, the following information:

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- a. Existing conditions, including use of the property (and historic uses if relevant to proposed use,) constraints to development, and relief sought, topography, soil types, upland and wetland vegetation, existing structures, environmental conditions, and any other supporting information. Site photographs may be helpful for the description.
 - b. Proposed conditions, and comparison of proposed conditions with the existing conditions on the site. Description should include any building demolition, tree clearing, environmental remediation, and removal/replacement of accessory structures, such as fences, stone walls, etc.
 - c. Parcel acreage and floor space/size of each proposed building and/or building use.
3. Statement of how the project's architectural design is in harmony with the context of the surrounding neighborhood and how the site layout protects and strengthens the visual definition and identity of Westerly's architectural and cultural heritage. Comparable examples or established precedents are strongly encouraged. If located in SC-WH, describe consistency with §260-87.6 and with the Secretary of Interior's Standards for Rehabilitation. If located in an historic district or a historic property, provide RI-SHPO opinion with regard to the proposals effect on the historic and architectural integrity of the parcel and district.
4. Thorough written description of how the proposed project meets the provisions of the Zoning Ordinance. This should be complete and reflect the testimony you intend to present to the Board in support of your application. Include in the narrative:
 - a. Development standards identified in Section 260-45F of Article IX of the Zoning Ordinance.
 - b. Discussion of the developments consistency with each applicable standard identified in Article XI and/or Article XII of the Zoning Ordinance.
 - c. If you are seeking relief from any provisions of the Zoning Ordinance explain the nature and scope of the relief sought and reason for that relief.