



**Town of Wareham  
Planning and Community Development**

WAREHAM TOWN CLERK  
2023 AUG 24 PM 12:03

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Kenneth Buckland, Director  
Sonia Raposo, Senior Department Assistant

August 21, 2023

TO: Deb Gremo, Town Clerk, Town of Wareham

RE: Adopted Rules & Regulations of the Planning Board; Design Guidelines and Performance Standards for the WV-1R Sub-district

Dear Town Clerk Gremo:

On June 12, 2023 at a regularly scheduled meeting of the Wareham Planning Board, the Board held a continued Public Hearing and heard testimony, closed the hearing and deliberated, and then voted unanimously to adopt the attached Design Guidelines and Performance Standards as the Board's Rules & Regulations for the WV-1R Sub-district in downtown Wareham.

Please accept these Rules & Regulations as they are now in force in accordance with the State law found at GL Chapter 40A.

Sincerely,

Kenneth Buckland  
Director of Planning and Community Development

## WV-1R

### WAREHAM VILLAGE RE-INVESTMENT SUB-DISTRICT

## DESIGN GUIDELINES AND PERFORMANCE STANDARDS

### RULES AND REGULATIONS OF THE WAREHAM PLANNING BOARD

ADOPTED: JUNE 12, 2023

#### I. VISION STATEMENT

To prompt the very best Wareham Village, with honor to the past and an eye to the future.

#### II. MISSION STATEMENT

We envision a vibrant and exciting future for the Wareham Village, as a reflection of the broader Wareham community, implemented with public and private investment in the economic, social, and physical assets of this unique waterfront town center. This Sub-District is to serve as a magnet for residents and visitors, encouraging them to discover its scenic waterfront and enjoy unique places to shop, dine and gather throughout the day and evening. The vision includes welcoming new businesses and supporting existing businesses to provide attractive outdoor and indoor spaces, enticing people to be town residents with the inclusion of new housing units, and embracing the community at large by prioritizing pedestrians over automobiles that allow families and friends to safely stroll and linger. It is the intent that this will all contribute to a unique and pleasing sense of place for all who visit the area.

#### III. PRIORITIES AND PRINCIPLES

The Mission Statement above is to be supported by the following Design Priorities and Principals. These should inform all decisions related to the Sub-District, including, but not limited to, development, siting, planning, and uses.

##### A. PRIORITIES

The following Priorities illustrate the Town's aspirations for the Wareham Village Re-Investment Sub-District. They should provide some guidance to property owners when they consider undertaking improvements (and/or maintenance) to their properties located therein.

1. To **expand** the unique and diverse small business culture of the Village by encouraging support both of and by the community.
2. To **encourage** the provision of affordable accommodations for residents and businesses.
3. To **integrate** a mix of thoughtfully designed and well-constructed rental and ownership residential units within the Sub-District.
4. To **incorporate** dynamic greenspace, environmental sustainability, and climate resiliency in all planning and design decisions.
5. To **improve** pedestrian flow and connectivity of the Village to highlight and take better advantage of scenic vistas, and the natural environment, including waterfront access with one or more pedestrian railroad crossings.
6. To **capitalize** on waterfront views through the use of elevated walkways, balconies, and roof-top decks.

7. To **activate** the street by providing balconies and porches at residential units with views of the streetscape.
8. To **create** additional accessible public parking that is as unobtrusive as possible.
9. To **ensure** that any development planned in the Wareham Village reflects the intent of the most recent Wareham Master Plan
10. To **address** maintenance concerns with property owners to eliminate any blighted conditions.
11. To **continue** review and development of the Design Guidelines included herewith so that they remain up-to-date in encouraging innovative, high-quality design with the use of time-tested materials and details, resulting in a pleasing aesthetic for the Village.

## **B. PRINCIPLES**

The following Principles shall be applied equally to new construction and to (re)development of existing properties proposed for the Wareham Village Re-Investment Sub-District, which are subject to Site Plan Review. The principles are:

1. That property owners of existing structures that reflect traditional New England or other historic-style village architecture and sensibility be strongly encouraged to retain or restore them whenever possible.
2. That property owners considering construction of new structures or additions, or rehabilitation of existing structures be encouraged to use creativity in design, while simultaneously being harmonious with the best features of existing structures in the Village. It is not the intent to preserve or create a homogenous 'historic' village, but rather one that is respectful of the local Village context.
3. That alterations or renovations be designed to enhance existing character-defining elements. When contemporary materials and/or details are a possible alternative, they should be consistent with their historic counterparts, and should be neither of lesser quality nor ill-suited to the area.
4. That the form and features of new buildings be varied to avoid excessive uniformity through the use of roof and wall plane changes, finish material variation, and thoughtful placement of windows, doors, and other architectural features. At the same time care should be taken to avoid a patchwork appearance resulting from gratuitous changes of surface plane, material, color, etc. that are not structurally and/or architecturally logical.
5. That finish materials be high quality and durable preferably with precedent in New England vernacular architecture. Contemporary materials may be considered. Where contemporary materials are intended to be facsimiles of traditional materials they should be detailed and installed in a manner similar to the original.
6. That the use of pedestrian friendly traffic calming devices and strategies be strongly encouraged.

For further, more detailed consideration of these Principles please refer to the Design Guidelines and Performance Standards in following sections.

## **IV. DESIGN REVIEW PROCESS**

### **A. APPLICATION**

All applications for Site Plan Review in the WV-1R Sub-District shall include the Form entitled Application for Design Review. This form is available from the Planning Department. Any communication purporting to be an application shall be treated as merely advisory and no notice shall be deemed to have been given until such time as the official form completely filled out and properly filed, along with the required application fee.

### **B. FILING**

All applications shall be submitted to the Planning Department along with any site or building information that is required by the Planning Board. Upon receipt of a complete application, the Planning Department shall immediately transmit the application and appurtenant material to the Planning Board.

#### **C. APPLICATION MATERIALS**

1. **All Projects** shall provide the materials outlined on the Application for Design Review form.
2. **Additionally**, the Planning Board may, at its discretion, either waive or modify submission requirements. The applicant may be requested to provide additional information and/or material for the subject Design Review to be completed. Additional materials may include, but are not limited to, the following:
  - a. Site sections, possibly including adjacent building massing along the street, and/or the subject project's relationship to the street itself and buildings across the street
  - b. Architectural details including windows, doors, trim and the like
  - c. Lighting plans including light levels at the ground plane
  - d. Elements added for sustainability and floodproofing

#### **D. DISPOSITION**

Design Review of all applications shall otherwise be in conformance with the Site Plan Review procedures for the subject Sub-District.

### **V. DESIGN GUIDELINES AND PERFORMANCE STANDARDS**

#### **A. PREFACE**

The Design Guidelines and Performance Standards set forth herein and below, and adopted in accordance with MGL Ch. 40A, and as provided in the Wareham Zoning By-Laws, are the principal design review criteria to be used by the Site Plan Review Authority (SPRA) to guide its consideration of all applications which call for Design Review.

#### **B. GENERAL**

1. **Criteria and Intent:** The following Design Guidelines, to be considered in review of projects, are based on generally accepted principles of design. It is the intent herewith, that employing these principles will serve to enhance the Village's cultural, economic and architectural characteristics through a pre-emptive review of the visual and experiential compatibility of proposed changes within the existing Wareham Village context.
2. **Professional Consultation:** Property owners are encouraged to consult with professional civil engineers, architects, landscape architects, green design consultants, sustainable energy programs, etc. when considering undertaking projects subject to these rules and regulations.

#### **C. SITE AND LANDSCAPE DESIGN GUIDELINES**

1. **General:** The site design and landscaping should be coordinated with the building architecture and Village context to enhance the subject property and to benefit the immediate public realm.

2. **Landscape and Storm Water Management:** Any proposed landscape development or alteration should be compatible with the character and appearance of the surrounding area. Associated landscape and streetscape elements such as topography, pavers and paving patterns, storm water planters, native plants and water retaining materials should provide continuity and definition, and enhance where possible, pedestrian and landscape areas and the street.
3. **Climate Resiliency and Environmental Sustainability:** Property owners are strongly encouraged to incorporate 'green' design into alterations, additions and new construction. Such strategies and principles should be included in a manner that is compatible and harmonious with the character of the structure being served and the general streetscape.
4. **Utilities:**
  - a. **On Site:** all utility lines should be run underground. Outdoor above-ground utility equipment and devices (headhouses, pump stations, antennas, satellite dishes, propane tanks, utility meters, alarm systems, EV charging stations, HVAC equipment) should be located for minimal visual impact or shielded from view to the greatest extent possible. Shielding can be handled with plantings, enclosure structures or other such strategies, all of which should be compatible and harmonious with the character of the surrounding context.
  - b. **At the Building:** all utility equipment and devices (including conduit and wiring) should be located inside the building, out of sight from the outside, wherever and whenever possible.
  - c. **Rooftop Equipment:** all equipment and devices located at the rooftop should be located within the roofline or inside a shielding enclosure or structure designed to minimize their visual impact both from the street, and from approaches to the Village. All such shielding should be handled in a manner that is compatible and harmonious with the building's architecture and the character of the Village.
5. **Service Areas:** All service entrances, dumpsters and loading facilities should be screened from public view with solid fencing and/or landscaping designed and detailed to be in harmony and compatible with the building's architecture and the character of the Village. It should be noted that snow fencing and chain link fencing are very strongly discouraged as screening materials.
6. **Hardscape:** Hardscape includes built-in components of the site design that define the ground plane of a site such as planters, steps, ramps and the finish material at walking and parking surfaces. The design of the hardscape components of a site should be aimed at simplifying and clarifying pedestrian and (where applicable) vehicular navigation of the site and facilitating appropriate connectivity with adjoining properties and the greater Village. All such materials and components should be selected for their durability and maintenance practicality, as well as for their compatibility and harmony with the associated building, the general streetscape, and overall Village.
7. **Plantings:** Plantings may be used to add color, seasonal texture, and softening to a property. Additionally they can be used as a component in stormwater management. Green (living or planted) walls and plantings incorporated with building elements are encouraged. Plant species should be selected for their drought and flood tolerance, and should be maintained as needed to remain healthy and robust. Additionally, plant selection consideration should include the appearance of plants in seasons other than just summer – plantings can add varied interest to a site through all seasons.
8. **Site Amenities:** Placement of planters, benches, bicycle racks and similar such amenities is encouraged. All such items should be selected for their durability of material and design, and their aesthetic harmony and compatibility with the associated building and the Village. And, further, they should be placed to benefit the building users and enhance the public realm.

9. **Lighting:** all site lighting, including both building-mounted and free-standing, should be selected to be compatible and in harmony with the building's architecture and with the general streetscape, and overall Village. For additional discussion on lighting see the section on Lighting under Performance Standards later in this document.

## D. ARCHITECTURAL DESIGN GUIDELINES

### 1. Building Design Principles

All of the following principles should be given due consideration in the design of projects subject to these Design Guidelines. The Board will review submitted projects bearing these in mind.

- a. **Compatibility and Harmony:** A proposed design shall be deemed to be compatible and harmonious when it is able to comfortably function and be integrated with other parts of the Wareham Village context, and has the quality of enhancing its surroundings and contributing to a pleasing and consistent whole
- b. **Height:** The height of new buildings should be compatible and harmonious with that of the immediately adjacent buildings, including those across the street. Similarly, the height of additions and alterations should be compatible and harmonious with that of the existing building being altered or added onto as well as with that of the immediately adjacent buildings. While variety in the heights of buildings making up the streetscape is a good thing, significant and abrupt height variations are generally discouraged, unless they are conceived with compelling reason. Multi-story buildings are expected in the downtown.
- c. **Proportion:** Proportion refers to the relationship between the elements that make up the building. Whether it is the vertical dimension compared to the horizontal dimension of the facade, or the amount of window area compared to the amount of opaque wall area, it is about relationships. Paying attention to proportion is useful in arriving at a design that is harmonious and compatible in and of itself as well as within the Wareham Village as a whole.
- d. **Scale:** Scale generally refers to the relationship between the size of a building or space, and the people using them. The ground floor of buildings and landscaped open outdoor spaces in the Wareham Village, including building entries, store front windows, outdoor seating, and pedestrian walkways, should be designed with a scale that is determined by and directed toward the use, understanding, and delight of families and friends coming to enjoy what the Village has to offer.

### 2. Building Design Aspirations

- a. **Relationship of Structures and Outdoor Spaces:** Outdoor spaces including not only those along the street, but also those between buildings should be designed to be welcoming to pedestrians. Development of properties is discouraged from obstructing established pathways and scenic views unless viable alternatives are offered by the planned design. Connectivity between and among the spaces and businesses in the Wareham Village will serve to enhance the overall vibrancy to the benefit of all who own property, live in and/or visit the area.
- b. **Facades and Streetscape:**

- c. **Iconic Buildings and Architectural Elements:** Removal or alteration of character-defining buildings and architectural elements within the Wareham Village, including examples of skilled craftsmanship, is strongly discouraged and should be avoided whenever possible
- d. **Historic Replication:** It is not the intention of these Guidelines to prompt historic replication or imitation, or to limit creativity in the planning of sites and buildings in the Wareham Village. Rather it is the aspiration that applicants draw from time-tested design precedent, and responsibly sourced materials to inform thoughtful, harmonious and compatible development within the Wareham Village.

### 3. Building Components and Materials

The following outlines the intentions and aspirations related to specific building components and materials which will be given consideration during the Design Review process.

- a. **Siding:** Variation of the surface plane and the finish material, as well as the placement of windows and doors on a façade can be useful tools in creating visual interest along a streetscape, but should be used where and when architecturally and structurally sensible. Consideration should be given to an individual building's being a compatible and harmonious component of the whole Village street scape.

<i>ENCOURAGED</i>	Use of materials with precedence in the New England vernacular such as wood shingles and clapboards, brick and natural stone, is encouraged. Contemporary facsimiles may be used but should be selected for being detailed and installed in a similar manner to the original materials being imitated.
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<i>SELECT LIMITED USE</i>	Use of materials drawing from the working waterfront that historically existed in the subject area should be done so in limited quantities and selective areas. These materials may include metal siding with a traditional and consistent profile.
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<i>DISCOURAGED</i>	Use of materials of lesser quality, such as vinyl and aluminum siding, thin faux stone and brick veneers, painted metal siding with a contemporary inconsistent profile are strongly discouraged
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- b. **Foundations:** Separation of structures, particularly those that are wood framed, from the ground plane, is an understood and accepted necessity. Limiting or architecturally treating any resulting exposed foundation wall surface will be beneficial to the overall appearance of the building and the Village.

<i>ENCOURAGED</i>	Landscaping and plantings may be used to shield smaller visible foundation walls.
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<i>SELECT LIMITED USE</i>	Exposed foundation walls may be finished with brick, stucco, natural or cultured stone, or exterior wall siding extended over the surface of the foundation wall. Care must be taken to detail any applied masonry veneers or other foundation wall finishing systems such that they do not stand proud of any wall construction above unless done so with specific architectural intention.
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*DISCOURAGED*

Large expanses of exposed and visible cast-in-place concrete or concrete block foundations are strongly discouraged.

- c. **Trim:** The use of trim can be a significant factor in setting and determining the character of a building. Care must be taken in the selection of its material, detailing and finish such that it is appropriately harmonious with the other materials and details of the buildings

*ENCOURAGED*

Trim that is consistent with the architectural style of the building and with historic precedent is encouraged.

*SELECT LIMITED USE*

Use of no trim at all may be appropriate in limited instances, such as with deep masonry openings where the masonry returns at the perimeter of the opening. This approach should be thoughtfully selected and used only where and when appropriate.

*DISCOURAGED*

Trim that is inappropriately sized, scaled, and/or detailed, is discouraged. Similarly, trim that is of a material that is incompatible and not harmonious with the other materials used is strongly discouraged.

- d. **Windows:** in general, window types, materials, proportions, dimensions and frequency should be carefully selected to be compatible and harmonious with the subject building as well as the Village.

*ENCOURAGED*

Windows of businesses at the street and sidewalk level that encourage visibility in and out and allow for views of activity are strongly encouraged. Windows in upper story residences should be operable and should afford the best views of both the natural environment and the general streetscape

*SELECT LIMITED USE*

Picture windows, store windows and plate glass windows should be used only in select and limited locations such as at store fronts where visibility both in and out of businesses is advantageous. Picture windows at upper stories should be very limited and make use of mullions to break up the glass surface, providing a more appropriate residential or office scale. Care should be taken that use of such windows is harmonious with and beneficial to the general streetscape and character of the Village.

*DISCOURAGED*

Opaque panels in lieu of windows, particularly at the ground floor level are discouraged. Use of dark tinted or reflective glass is strongly discouraged.

- e. **Doorways and Entries:** It is wise to acknowledge that the front door to a business is often where a customer's first impression is made. In all instances, architectural treatment and detailing of doors and entries should be compatible and harmonious with the building they serve and the greater Village.

*ENCOURAGED*

Front doors located at the front of buildings or in locations that provide for clear and easy access are strongly encouraged. Doors and doorways that include glass allowing for visibility of activity on both sides are encouraged. Doorways to residential units should be more 'private.'

*SELECT LIMITED USE*

Use of aluminum stand-alone doors and doors that are part of store-front framing systems should be limited, and where used, should be of the highest

quality and carefully detailed to be in harmony with the architecture of the building and the character of the streetscape

*DISCOURAGED*

Inexpensive aluminum storefront doors are discouraged. Solid doors without glass panels are discouraged from being located in areas that see a lot of pedestrian traffic.

- f. **Roofs:** The shape, type and finish material of roofs should be selected to be compatible and harmonious with the style of the building they are intended to protect.

*ENCOURAGED*

Pitched gabled roofs historically typical to New England are encouraged. Wood or asphalt shingles are the standard roofing material in the area and are easily obtained, installed and maintained by local workers.

*SELECT LIMITED USE*

Metal roofs using traditional consistently profiled metal panels such as standing seam are more durable than wood or asphalt shingles and are not entirely foreign to the area and may be appropriately used on a limited basis. Flat roofs on taller buildings can be an appropriate choice, particularly when a pitched roof may not be visible from the ground level due to the building's height. In all instances, the determining criteria should be the harmoniousness and compatibility of the selected roof for the context of the Wareham Village.

*DISCOURAGED*

In general, gabled roofs with shallow pitches not common to New England vernacular architecture and metal roofs using contemporary inconsistently-profiled metal panels are discouraged from use in the Wareham Village.

- g. **Dormers:** Gabled or shed dormers on pitched roofs can offer additional interior space and visual interest at the upper stories. The type of dormer selected should be harmonious and compatible with the style of the associated building, and with the greater streetscape.

*ENCOURAGED*

Dormers that provide additional space and natural light to make an upper story more usable are encouraged.

*SELECT LIMITED USE*

Clerestories, or extended dormers that run across a significant length of a pitched roof, should be used only on a limited basis

*DISCOURAGED*

Dormers applied to a roof with un-occupiable space in the adjacent attic, installed only for visual effect from the exterior are strongly discouraged.

## E. SIGNAGE DESIGN GUIDELINES

1. **Scale and Character:** The design of signage should reflect the scale and character of the structure or site on which it is to be mounted, and its surroundings. Signs should be subordinate to the architecture of the subject building or establishment, and larger streetscape.
2. **Messaging:** Signage should simply and clearly identify the individual establishment, building, location, and/or use.

3. **Aesthetics:** The materials, colors, size, method of illumination and artwork on signs should be compatible and harmonious with the architectural and/or landscape design style of the subject establishment, as well as with the general streetscape.

<i>ENCOURAGED</i>	Painted and/or carved signs on wood substrate are encouraged. Separate lighting fixtures may be used for illumination.
<i>SELECT LIMITED USE</i>	Signs painted on the back of glass should be limited to permanent lettering and small artwork (i.e logos) and not generally include those that cover large portions of the glass and are temporary in nature. Neon, if used at all, should be artisanal in quality, not of types that are mass-produced, and maintained in a fully functioning state
<i>DISCOURAGED</i>	Flashing signs, changeable letter rack signs, and back-lit signs are strongly discouraged. Inexpensive stick-on lettering or vinyl graphics that are not durable are strongly discouraged.

## F. PERFORMANCE STANDARDS

### 1. Traffic Generation and Parking:

- Multi-Modal Transportation:** Each commercial and residential mixed-use project should include elements that support multi-modal transportation. Elements can include bus-stops, electric vehicle charging stations, and bicycle racks.
- Transit-Oriented Design:** It should be noted that projects that are transit-oriented are given priority for building permits and utility connections.
- Reduced Parking:** Projects that use innovative strategies and solutions that reduce the amount of parking needed, while still meeting the specified requirements, are strongly encouraged.

### 2. Lighting:

- Lighting Targets:** Lighting should be designed to illuminate parking areas, pedestrian paths, entries and signage as necessary to provide for safety and security. Lighting can also be used to highlight significant and noteworthy architectural features and plantings.
- Pollution Reduction:** Dark Sky compliance is strongly encouraged to reduce light pollution to the surrounding environment. All parking lot fixtures should be full cut-off down lights with the fixture head being opaque and fully enclosing the bulb except on the underside. All security lighting should be concealed from view to the extent possible.
- Energy Conservation:** Lamps should be LED type or similar low-energy type. LED lamps should be selected with warmer Kelvin temperatures to avoid the blueish light the higher Kelvin temperatures produce. Sodium-vapor lamps are strongly discouraged for the orange light they provide.
- Lighting Levels:** Site lighting should not generally exceed 0.30 foot-candles at either the horizontal or vertical surfaces being illuminated

### 3. Green Design:

- a. **Stretch Code:** Wareham has voted itself a green community and has adopted the 'Stretch Code', an appendix of the Massachusetts State Building Code. All designs must comply with Stretch Code requirements for energy- and resource-efficient materials, insulation, lighting, mechanical and building systems.
- b. **Sustainability Standards:** Designers are encouraged to use green design principles and materials in building design and construction. For example, designers are encouraged to follow the principles of LEED, Passiv Haus or similar standards.
- c. **Parking Shading:** Surface parking lots should be liberally interspersed with trees with shape characteristics appropriate for shading.

## VI. SPECIAL PERMITS

### A. HEIGHT INCREASE

When applying for a Special Permit to increase the allowed building height from a maximum of 50 feet per the Zoning By-Laws, up to 65 feet, the following Guidelines shall be applied in addition to the standards and findings required by the Zoning By-Laws.

1. **Height Standard:** A general building standard of three (3) to five (5) stories shall be encouraged. This creates a sense of place, and is appropriate for the Wareham Village. Ground floor levels should have greater height than upper stories to encourage and accommodate commercial and retail uses.
2. **Set Backs:** pushing back the upper stories from being directly above the ground floor façade helps to lessen the sense that they are looming over the sidewalk and diminish their apparent size from the perspective of pedestrians, as well as helping to open up the street to receive daylight. Such set backs are encouraged.
3. **Context Reference:** Correlation to adjacent building is encouraged. This may mean that the heights of stories might benefit from being adjusted to align with floor heights, cornices, lintels, and/or setbacks of existing neighboring buildings.
4. **Height Variety:** Varied heights of buildings is encouraged across and along the street line
5. **Transition Zones:** Transition zones which create a progression of building heights may be necessary to better integrate taller buildings into the streetscape.
6. **Site Amenities:** As an incentive to include public benefits, additional height may be more readily granted at the discretion of the SPRA when exemplary public amenities are added to the project. These are amenities that are open, available, and easily accessible to the general public.

## VII. REFERENCE MATERIAL

The following references were consulted in the preparation of these Design Guidelines and Performance Standards and may provide useful information to applicants preparing to undertake projects in the subject Wareham Village Re-Investment Sub-District.

1. Allan B. Jacobs, **Great Streets**, MIT Press, 4 August 1995, ISBN-13 978-0262600231
2. Francis D.K. Ching, **Architecture: Form, Space, Form and Order**, Wiley, 29 September 2014, ISBN-13 978-1118745083
3. Stephen Mouzon, **Traditional Construction Patterns: Design & Detail Rules of Thumb**, McGraw Hill, 11 October 2004, ISBN-13 978-0071416320
4. Marianne Cusato & Ben Pentreath, **Get Your House Right**, Union Square Publishing, 2 August 2011, ISBN-13 978-1402791031

# TOWN of WAREHAM

## APPLICATION for DESIGN REVIEW

to and by the

## WAREHAM PLANNING BOARD

W.P.B.PROJECT FILE NUMBER: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ **DRAFT** \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

BRIEF PROJECT DESCRIPTION: on a separate page please provide a description of the Project

### SITE PLAN DRAWINGS

- ☐ Drawings to be provided at standard engineering scale (i.e. 1":20', 1":40', etc.)
- ☐ North arrow indicating the polar orientation
- ☐ Show and label all associated and effected streets and roads
- ☐ Show and label all adjacent lots (ownership, lot number, lot area) *existing buildings*
- ☐ Provide a Side Block with the following
  - o Lot and Map numbers
  - o Lot Area
  - o Zoning District
  - o Zoning Frontage and Setbacks
  - o Parking requirements
- ☐ Dimension the subject property boundaries as well as all buildings and setbacks on the subject site

### LANDSCAPE DRAWINGS

- ☐ Drawings to be provided at standard engineering scale (i.e. 1":20', 1":40', etc.)
- ☐ Provide Landscape and Planting plans
  - o Planting materials and layout
  - o Hardscape and site amenities

### ARCHITECTURAL DRAWINGS

- ☐ Drawings to be provided at standard architectural scale (i.e. 1/4"=1'-0", 1/8"=1'-0", etc.)
- ☐ North arrow indicating polar orientation on plan drawings
- ☐ Building Plans and Elevations
- ☐ Provide overall dimensions on plans and elevations
- ☐ Note planned materials on the drawings

### SIGNAGE DRAWINGS

- ☐ Scaled drawings showing the proposed design
- ☐ General information about the fabrication technique (carved lettering, applied lettering, etc.), materials and color palette.

### SITE CONTEXT PHOTOS

- ☐ Photos of the existing context around the proposed site
- ☐ Any additional photos showing local context relevant to the proposed project

*GRAPHIC PRESENTATIONS*

