

**APPLICATION FOR ARCHITECTURAL AND AESTHETIC REVIEW
SUBMISSION REQUIREMENTS**

1. A Development Application must be completed and submitted to the Town Clerk on forms prepared by the Town and in accordance with the schedule set by the Town.
2. For all construction requiring Architectural and Aesthetic Review, ten (10) sets of architectural design and landscape plans prepared by a licensed architect/landscape architect shall be submitted. See Sec. 14-86(b), Town Code.
3. Architectural design and features to be reviewed.
 1. Architectural and Aesthetic Review shall be conducted by the Town planning and zoning Board (the "Board") prior to or simultaneously with site plan approval. See Sec. 14-86(c)1.
 2. The Board shall use the review criteria as set forth at Sec. 14-87. when reviewing and considering architectural design and features.
 3. The Board may approve architectural and design features with conditions; may deny the proposed plan; or may approve the proposed without modification or conditions. See Sec. 14-86(c)3.
4. The review standards to be used by the Board are set forth below:
 1. Relationship of building to site:
 - (1) The site shall be planned to accomplish a desirable transition with the streetscape.
 - (2) parking and service areas shall, where feasible, be located, designed and screened to be obscured from public view.
 - (3) The height and scale of each structure shall be compatible with its site and other structures onsite.
 2. Relationship of structure and site to adjoining area(s):
 - (1) Structures shall be designed to enhance the surrounding neighborhood.
 - (2) Harmony in texture, mass and lines shall be provided in the design of structure.
 - (3) Landscape transition(s) to adjoining properties shall be provided.

- (4) Structures shall be consistent with the established neighborhood character.
3. Landscape and site treatment:
 - (1) Landscape treatment shall be provided to enhance architectural features, strengthen vistas and provide shade.
 - (2) Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting should be shielded and restrained in design. Excessive brightness and brilliant colors should be avoided; flashing or blinking lights are strictly prohibited.
4. Building design:
 - (1) Architectural style is not restricted. Evaluation of a project shall be based on quality of its design and relationship to surroundings.
 - (2) Components such as windows, doors, eaves, and parapets shall have balanced proportions in relationship to one another.
 - (3) Colors shall be harmonious. Bright or brilliant colors are encouraged to be used only as an accent.
 - (4) Design attention shall be given to mechanical equipment or other utility hardware on roofs, buildings and at grade so as to screen them from view.
 - (5) Exterior lighting shall be part of the architectural concept. Fixtures, standards and all exposed accessories should be harmonious with building design.
 - (6) Variety of detail, form and siting shall be used to provide visual interest.
 - (7) Structures shall be of size as to be in harmony with permanent neighboring development.
5. The Applicant must provide all documentation necessary to meet all standards required as set forth above.