

3 Primrose Street  
Newtown, CT 06470  
(203) 270-4276



**TOWN OF NEWTOWN  
DESIGN ADVISORY BOARD**

## **Design Advisory Board Application**

### **Project Information**

Project Title: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicable Design District: \_\_\_\_\_

*Applicant shall review and adhere to applicable Zoning Regulations of said Design District.*

### **Applicant Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

*Leave blank if same as applicant.*

### **Architect/Engineer Information**

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

### **Proposal**

Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Continued on reverse side*

## Planning and Zoning Commission

Have you already applied to the Planning and Zoning Commission?  Yes  No

If so, what is your application number? \_\_\_\_\_ Hearing date? \_\_\_\_\_

Bearing in mind your PZ hearing date (if you have one), please describe your availability for a DAB meeting:

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### Submission Materials

Plans and material spec sheets can be submitted on 11"x17" if they are clear and legible. Please provide as many of the items listed below as are pertinent to your project.

*Please submit three hard copies of everything except physical materials to the Land Use Agency as well as an electronic submission to [land.use@newtown-ct.gov](mailto:land.use@newtown-ct.gov), at least one week prior to your meeting date. Anything presented at the meeting must be submitted to the Land Use Agency one week in advance. Physical materials should be presented at the meeting.*

- **Site Plan:** Show the overall layout of the project.
- **Landscape Plan:** Show proposed landscaping areas and plantings, including all parking lots, refuse storage, and locations of all mechanical units and how the applicant plans to conceal them.
- **Exterior Elevations:** Show all sides of the proposed new or renovated structures. Elevations shall clearly show or indicate all proposed building materials and finishes, and dimensions to establish overall building height and width.
- **Signage and Lighting:** Design and detail of signs/signage and lighting fixtures on the structures or site including catalog cuts, materials, colors, and overall lighting design output.
- **Physical materials/Finishes:** Provide samples of actual materials and finishes proposed for the project for structures, landscaping, lighting, signage, etc. When samples are too cumbersome or not practical to bring to the meeting, spec sheets can be submitted under discretion of the DAB.
- **Relation to Adjacent Areas:** Provide photographs or sketches of adjacent areas and structures to assist in evaluation of the proposed projects and relate to the design aspects in the applicable Design District.
- **3D Renderings:** Show property from the street side(s) as well as other perimeter angles that may be in the public view; minimum three different viewpoints.
- **Other Information:** Provide additional materials as deemed necessary to clearly describe the proposed project, such as floor plans.

If this application represents a modification to a previous approval by either PZ or DAB, please also provide (1) the previously-approved rendering and (2) a list detailing each change/modification.

I have read and understand the requirements of the Design Advisory Board and all applicable Zoning Regulations.

Signature & date: \_\_\_\_\_

Printed name: \_\_\_\_\_