



Architectural Review Board

Monroe, Connecticut

Request for Architectural Review – Submission Checklist

Project Title: _____

Project Location: _____

Submittal Materials: Plans shall be provided on sheets not to exceed 24" x 36" – 3 copies each.

Materials/Finishes shall be provided on 8 ½" x 11" sheets or boards. 1 copy of originals, 2 copies of photocopy are permitted.

Submitted	Not Submitted Item
<input type="checkbox"/>	<input type="checkbox"/> Site/Landscape Plan – This plan shall indicate the proposed treatment and detail of site improvements and landscaping; specify location, number and type of vegetation to be used; clearly show ingress and egress of vehicular and pedestrian traffic, parking and sidewalks; location and quantity of site lighting and signage, and the like.
<input type="checkbox"/>	<input type="checkbox"/> Building Floor Plans – Submit Ground Floor Plan of all proposed structures clearly indicating entrances and exits required by Code and their relation to site elements mentioned above. Plans shall be at 1/8" = 1' – 0"
<input type="checkbox"/>	<input type="checkbox"/> Exterior Elevations – Elevations shall be provided of ALL sides of the proposed new or renovated structure(s) at a scale matching the scale of the plans. Elevations shall clearly show or indicate all proposed building materials and finishes, dimensions sufficient to establish overall building height and width and any pertinent dimensions that will clearly describe the intended design intent. Where an addition is being proposed the existing structure shall be shown in lesser detail but at the same scale.
<input type="checkbox"/>	<input type="checkbox"/> 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 in terms of lumens.
<input type="checkbox"/>	<input type="checkbox"/> Materials/Finishes – Provide samples of materials of ALL materials and finishes proposed for the project for structures, landscaping, lighting, signage, etc., on 8 ½" x 11" sheets or boards.
<input type="checkbox"/>	<input type="checkbox"/> Relation to Adjacent Areas – Provide photographs or sketches of adjacent areas and structures to assist in evaluation of the proposed projects relation to these elements.
<input type="checkbox"/>	<input type="checkbox"/> Other Information – Provide additional materials as deemed necessary to clearly describe the proposed project.

Architectural Review Board

Monroe, Connecticut

General Requirements – Request for Architectural Review

Projects Requiring Architectural Review

All proposed construction projects, either new construction or renovation to existing structures, that are either business or commercial in scope, shall first be reviewed by the Architectural Review Board (ARB) prior to submitting to any other Town of Monroe review boards.

Steps Required to Initiate an Architectural Review

All applications for an Architectural Review shall be picked up from the Town of Monroe Building Official (Building Inspector). A package of information consists of the following:

1. Request for Architectural Review – General Requirements
2. Request for Architectural Review – Application Form
3. ARB Submission Checklist
4. Schedule of Yearly ARB Meeting Dates

Applicants seeking an Architectural Review shall complete the Application Form and submit, along with the additional required materials, prior to the first business day of any month.

The Building Official will assign the applicant a meeting/presentation date for either the first or second Tuesday of the month and a first come/first served place on that meeting's agenda.

The ARB will review the submittals presented and render its decisions/recommendations to the applicant prior to the last business day of the month. A copy of the decisions/recommendations will be forwarded to Planning and Zoning for use during their review process. The applicant will incorporate those relevant decisions/recommendations into their submittal prior to submitting to P&Z.

What Elements are Considered by the ARB?

The ARB will evaluate the Proposals brought before the Board through consideration of the following:

1. *Landscape and Environment* – To prevent the unnecessary destruction or blighting of the natural landscape or of the existing man-made environment
2. *Design of All Structures* – The Site Plan, Architectural Design, Construction Materials proposed for each Project are of such nature and character that they will compliment, protect and preserve the integrity and property values of the Town of Monroe.
3. *Relationship of Structure(s) to Open Space* – Evaluate the treatment of disturbed areas in relation to open areas insofar as the relationship to the existing topography and natural environment as well as to any existing structures that may have relationship to the proposed design.
4. *Consideration of Adjoining Properties and Uses* – Consideration of the proposal to insure that reasonable provisions have been made for sight and sound buffers, preservation of views, and other design elements which may have impact on adjoining properties.
5. *Design of Accessory Elements* – Evaluate the function and design of additional project elements including building and site lighting, building and site signage, site landscaping especially with emphasis on the scale and density of street landscaping elements, delivery route and refuse storage screening and the like.

If You Require Additional Information

The mission of the ARB is to assist applicants interested in constructing structures in the Town of Monroe with their submittals so that they will compliment the historical and residential nature of our Town and to preserve the quality of the Town's natural environment for all time.

The Town Building Official can be consulted on any matters pertaining to a submittal and will forward any matters of particular concern to the Chairperson of the ARB for additional assistance. (Complete the ARB application below and submit only that to the Town Building Official Phone: 203-452-2805 Fax: 203-261-6197 e-mail: Jsandor@monroect.org labeled as ARB and job address.

An agenda will be e-mailed instructions of the evening meeting at which time you would bring all of your plans, drawings, renderings, pictures of adjacent structures, elevations, site plan names of colors etc. of you project.)



Architectural Review Board Monroe, Connecticut

Request for Architectural Review – Application Form

PROJECT TITLE: _____

PROJECT LOCATION: _____

USE CATEGORY: Business () Commercial () Industrial ()

OWNER'S SIGNATURE: _____

Name (Printed) _____

Address _____ Town _____

State/Zip Code _____ E – Mail. _____

Day Phone _____ Fax _____

APPLICANT INFORMATION

Name _____

Business Name _____

Address _____ Town _____

State/Zip Code _____ E – Mail. _____

Day Phone _____ Fax _____

ARCHITECT/ENGINEER

Name _____

Business Name _____

Address _____ Town _____

State/Zip _____ E – Mail. _____

Day Phone _____ Fax _____

DESCRIPTION OF PROPOSAL

Date _____ Signature _____

ARCHITECTURAL REVIEW BOARD

MEETING SCHEDULE : ALL MEETINGS BEGIN AT 7:30 PM ON THE SECOND AND THIRD TUESDAY OF THE MONTH BUT FOR AUGUST AND DECEMBER AND TUESDAYS THAT A HOLIDAY FALLS ON.