

Design Review Committee



SUBMITTAL CHECKLIST

Applicants for the DRC must fill out the below checklist and submit it with their DRC application. Applications without a completed checklist will not be accepted by the Town. A completed checklist means that all the required items are provided in the application or that a valid explanation is provided for any item that is not provided.

- ☐ **NEW SUBMITTAL** ☐ **RESUBMITTAL** (provide list of all changes & previous elevations)

- ☐ **APPLICATION:** Signed application and notarized Letter of Authorization

- ☐ **NARRATIVE:** A clear narrative summarizing the proposed project and intended architectural goals, including how the project meets the Vision Statement and each applicable design guideline (Public Spaces, Composition, Massing, and Materials).

- ☐ **ELEVATIONS:** Elevations and dimensions of all proposed building facades, including colored renderings.

- ☐ **ZONING VERIFICATION:** Demonstration of compliance with zoning dimensional requirements, such as height, setbacks

- ☐ **SITE PLAN:** A site plan that shows proposed structures in the full context of the affected property. The site plan shall show the location and dimensions of all pedestrian connections, and public amenities such as bike racks and benches

- ☐ **LANDSCAPE PLAN:** Must show all proposed landscape areas and type of all proposed vegetation.

- ☐ **MATERIALS:** A graphic depiction/materials palette of all major proposed exterior materials.

- ☐ **CONCEPTUAL APPROVAL:** Applicant may apply for conceptual review by the DRC where feedback is provided but no final approval is sought or provided. In such cases, applicant should provide as much detail as possible on project (optional).

TOWN OF ALPINE

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