



## DESIGN REVIEW COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

- Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays.
- Town staff are required to review applications prior to submittal to the Design Review Commission, and notices of meetings must be posted 10 days in advance.
- Applications must be submitted AT LEAST fourteen (14) days prior to the DRC meetings.
- Applicants will be notified of their commission hearing date.
- Incomplete applications cannot be presented to the DRC for consideration.

### MAJOR PROJECTS

(Any project which adds enclosed building greater than 50 sqft)

Major project applications must include:

- A completed application form with fee (**\$125**)
- Scaled (1/4"=1') drawings no larger than 11" x 17" including:
  - o Dimensioned floor plans.
  - o Elevations of all facades enumerating height, width and depth of building(s) and including elevation of finish grade and top of foundation
  - o Door and window schedule with dimensions
- Site plan with setbacks shown. Site plans for construction of primary structures must include a topographical (topo) plan with a minimum of 2 ft contours for existing and proposed grade. This requirement may be waived by Town Staff for sites on which significant grading is not required.
- List of exterior materials (separate from the drawings) and samples of all synthetic materials.
- Landscape plan for all new construction of primary structures.
- Survey if construction takes place within 5ft of property line.
- Zoning Check (Completed by Staff)
- Utilities Check (Completed by Staff)

### MINOR PROJECTS

(Less than 50 sqft added)

Minor project applications must include:

- Completed application and fee (**\$60**)
- Scaled drawings or photographs with enumerated dimensions.
- List of exterior materials and samples of synthetic materials
- Site plan showing setbacks for fences, walls, patios, and decks.
- Survey if construction takes place within 5 ft of property line.
- Photographs of proposed changes in context, not up close.

### PRELIMINARY REVIEWS FOR MAJOR PROJECT

Preliminary reviews must include:

- Completed application and fee (**\$30**)
- Scaled (1/4"=1') elevations of all facades with enumerated dimensions.
- List of exterior materials.
- Site plan with setbacks indicated.

Preliminary reviews are highly recommended for new construction, accessory buildings and major alterations and additions.

Repair (*exact* replacement in size, shape, materials and texture) does not require DRC approval, but *MAY* require a building permit. Please check with Town staff.

*Design Guidelines available at Town Hall or online at [www.town.georgetown.co.us](http://www.town.georgetown.co.us)*

**New Application**

**Amendment**

**Preliminary Review**

PROPERTY OWNER: \_\_\_\_\_  
Name Mailing address Phone

APPLICANT (if different): \_\_\_\_\_  
Name Mailing address Phone

EMAIL ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CHARACTER AREA:  Historic Residential  Historic Commercial  Historic Mixed Use  Historic Hillside  Millsite Residential  Millsite Hillside  Meadows Residential  Meadows Multifamily  Meadows Hillside  Gateway Commercial  Gateway Mixed Use  Gateway Multifamily  Gateway Mountainside

General description of work proposed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Please include all materials listed on the reverse side of this form.**
- **Applicants are strongly encouraged to attend the DRC meeting to support their applications.**
- **Failure to attend may result in delay or denial of the application.**

*I hereby acknowledge that I have read this application, state that it is correct, and agree to comply with all Town ordinances and state laws regarding building construction.*

\_\_\_\_\_  
Date Owner and/or Applicant (owner's representative)

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**FOR OFFICE USE**

\_\_\_\_\_  
Town Staff – Preliminary Approval \$ \_\_\_\_\_  
Application Fee

\_\_\_\_\_  
Date Date Paid

\_\_\_\_\_  
Check Number