

ARCHITECTURAL DESIGN REVIEW ORDINANCE

APPLICATION REQUIREMENTS AND PROCEDURES

MEREDITH PLANNING BOARD

Adopted March 13, 2001

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SECTION 1. APPLICATION REQUIREMENTS

- A. Required Information. The following shall constitute a completed application sufficient for the Planning Board to invoke jurisdiction and to proceed to a public hearing on the merits of the application:
1. A completed application form signed by the applicant; and
 2. A completed Abutters List; and
 3. Payment of all fees as set forth in Section 1-C; and
 4. Building elevation drawings to scale for all sides; and
 5. Building elevation drawings shall be of sufficient content, detail and completeness to demonstrate how the building design conforms to the Performance Criteria contained in Section 6 of the Architectural Design Review Ordinance; and
 6. Ten (10) copies of the building elevation drawings shall be included with the application.
- B. Optional Information. Applicants are encouraged to include additional descriptive information such as photographs of existing conditions, historical photographs or visual simulation as part of an application.
- C. Fees. The Planning Board hereby establishes the following fees and fee schedule:
1. Application Fee: \$50.00
 2. Certified Mailing Fee: 4.00 per addressee or abutter,
per mailing
 3. Architectural Design Review Fee: Per Classification
 - a. The applicant shall pay to the Planning Board an Architectural Design Review Fee as initially established by the Board's Designee on behalf of the Planning Board. The initial fee is based upon an assessment by the Board's Designee of the magnitude and complexity of the proposed project and is only an estimate of anticipated costs for the Board's use of professional review services.
 - b. The fee required shall correspond to one of five (5) classifications. Each classification reflects a progressive level of project magnitude and/or complexity for which there is a progressive fee for the anticipated design review services.
 - c. Architectural Design Review Fees will be held in an interest bearing account. Payment from the review fee account will be made to pay the actual costs of the professional review services rendered to the Planning Board. After final action on an application and upon receipt of final invoices from the Board's consulting architect, the Planning Board shall

submit upon request, an account summary for all monies expended for the professional review services rendered to the Planning Board. Any remaining account balances shall be returned to the applicant.

- d. If during the review process, the Board's Designee determines that the initial Architectural Design Review Fee is inadequate to cover anticipated actual costs to complete the review, then the applicant will be given notice that an additional fee amount is necessary. If an applicant fails to pay the supplemental architectural design review fee, then the Planning Board may suspend the review of the application until payment is made. Non-payment of the fee may result in disapproval of the application as a result of the applicant's failure to pay the cost of fees required by the Board.
- e. The Planning Board has the final authority to determine the appropriate Architectural Design Review Fee. Applicants have the right to request that the Board review the fee determination and other issues which may arise from the interpretation and implementation of the Architectural Design Review Fee process by their designee.
- f. The Architectural Design Review Fee classifications and amounts shall be as follows:

Class 1. No Architectural Design Review anticipated. The complexity of the application is such that the need for design review services is not anticipated.

Class 1 Design Review Fee: \$ - 0 -

Class 2. Minor level of Design Review anticipated. The architectural design complexities and project magnitude of Class 2 applications necessitates a relatively minor level of professional design review. Class 2 applications would typically include projects where the review is generally limited to a review of the application, a site visit, a meeting with the applicant or applicant's design professional, and written report containing comments and recommendations to the Planning Board.

Class 2 Design Review Fee: \$700.00

Class 3. Moderate level of Design Review anticipated. The architectural design complexities and project magnitude of Class 3 applications necessitates a greater level of design review and typically involve new construction projects or significant façade renovation. These projects will likely involve additional meetings, application review and more extensive comments and recommendations.

Class 3 Design Review Fee: \$1200.00

Class 4. Significant level of Design Review anticipated. The architectural design complexities and magnitude of Class 4 applications necessitates a significant level of design review services. Class 4 applications typically involve large scale development, redevelopment or situations involving multiple buildings.

Class 4 Design Review Fee: \$2200.00

Class 5. Comprehensive level of Design Review anticipated. The architectural complexities and magnitude of Class 5 applications necessitates a comprehensive and extraordinary level of review in order for the Planning Board to fully evaluate an application in relation to the Performance Criteria. Comprehensive review exceeds the level of review described under Class 4 and, typically, may involve very large scale projects necessitating extensive review and comment. Due to the inordinate complexity of Class 5 applications, the Board's Designee shall confer with the Board's Consulting Architect, and then make a determination of the estimated Architectural Design Review Fee.

Class 5 Design Review Fee: Per Estimate

SECTION 2. APPLICATION PROCEDURES

The application review process shall be accordance with the provisions of NH RSA 676:4 (Board's Procedure on Plats). The process is further described as follows:

A. Pre-application Review

1. Potential applicants are encouraged to participate in Pre-application, Conceptual Consultation and/or Pre-application Design Review with the Planning Board as provided for in NH RSA 676:4 II. The purpose of the pre-application phase is to allow for a preliminary discussion of potential procedural or substantive issues prior to the commencement of the formal review process. Such consultation is optional and shall not bind the applicant or the Planning Board.

B. Application Filing

1. Applications for Architectural Design Review shall be made on forms provided by the Planning Board. A copy of the Application for Architectural Design review is attached as Appendix A. The application shall include a completed Abutters List for purposes of notification. A copy of the Abutters List is attached as Appendix B.
2. Applications shall be filed with the Clerk of the Planning Board, Planning and Zoning Office, 41 Main Street, Meredith, NH 03253.

3. Applications that are not complete shall be returned to the applicant.

C. Public Notice

1. Notification of the public hearing and all other application procedures shall be in accordance with NH RSA 676:4.

D. Application Submission

1. Applications for Architectural Design Review shall be submitted to and accepted by the Planning Board only at a public meeting with proper notice. The acceptance by the Board of a completed application means that sufficient information has been provided to allow the Board to proceed with the consideration of the merits of an application at a public hearing.

E. Public Hearing

1. No application for Architectural Design review shall be denied or approved by the Planning Board without a public hearing.
2. As a result of hearing on the merits of an application, the Board may require additional information necessary to make an informed decision.

F. Decisions of the Planning Board

1. The Planning Board shall issue a written Notice of Decision for decisions which approve, approve with conditions or deny an application.
2. Any decision that results in the denial of an application for Architectural Design Review shall adequately state the grounds for such disapproval.

G. Expedited Review

1. Applications for Architectural Design Review shall be eligible for expedited review and approval. Expedited Review may allow for Application Submission, Public Hearing and the Decision to occur at one or more meetings of the Planning Board.

H. Relationship to Site Plan Review

1. Applications for Architectural Design Review may or may not involve a corresponding Application for Site Plan Review. Although the review authority is the same, the approvals are distinct from one another.
2. To the extent that an Application for Site Plan Review is required, approval of an Application for Architectural Design Review is necessary prior to final Site Plan Approval.
3. To the extent that both applications are required, careful coordination between the applicant and the Planning Board is important in order to maximize predictability and efficiency and to ensure that both applications are consistent with one another.

SECTION 3. THE PLANNING BOARD CONSULTING ARCHITECT

The role of the Planning Board's Consulting Architect is to provide professional review of an application in the context of the Performance Criteria contained in the Architectural Design Review Ordinance, Design Guidelines and other references made therein. The Consulting Architect shall describe the proposal in relation to the Performance Criteria and make written recommendations to the Planning Board for their consideration at a public hearing. The review by the Consulting Architect may include recommendations to make the project more consonant with the Performance Criteria.

Informal communication and collaboration between the applicant, the design professional, the Town Planner and the Consulting Architect is considered integral to the review process and is encouraged. Access to and meetings with the Planning Board's Consulting Architect shall be coordinated through the Town Planner.

APPLICATION

ARCHITECTURAL DESIGN REVIEW

MEREDITH PLANNING BOARD, MEREDITH, NH

Instructions:

1. Please print or type clearly so that the information provided is legible.
2. Please provide complete and thorough responses to the questions presented.
3. Questions regarding how to complete the application should be directed to the Planning and Zoning Department, 41 Main Street, Meredith, NH 03253 (603) 279-4538
4. Contact the Planning and Zoning Department for a determination of fee amounts.
5. Submit all required documents as one package. Incomplete applications will be returned to the applicant.

PART 1. APPLICANT INFORMATION

A. Owner's Name: _____ Telephone: _____
Mailing Address: _____ Fax: _____
_____ E-mail: _____

Note: If the Applicant is not the property owner, then a completed Owner Authorization Letter must be attached to the application and the following section completed:

B. Name of Authorized Applicant: _____ Telephone: _____
Mailing Address: _____ Fax: _____
_____ E-mail: _____

PART 2. PROPERTY INFORMATION

A. Town of Meredith Tax Map # _____, Lot # _____

B. Street Location: _____
Designated Scenic and Cultural Byway: ____ Yes ____ No

C. Lot size: ____ acres or ____ square ft.

D. Zoning District: _____

E. Is the property subject to any existing easements, covenants or other restrictions?
____ Yes ____ No
If yes, please describe: _____.

PART 3. PROJECT INFORMATION

A. Please provide the following information for the design professional responsible for the preparation of the Architectural Plans submitted as part of this application:

Name: _____
Mailing address: _____
License No. (if applicable): _____

Telephone: _____
Fax: _____
E-mail: _____

B. Type of Project (check as applicable):

___ New Construction (No. Buildings ___, building footprint: _____ sq. ft.)
___ Building Addition or expansion (Year of original construction ___, footprint of addition: _____ sq. ft.)
___ Exterior building renovation, rehabilitation or rehabilitation (year of construction: ____)

C. Project Description (Summary):

D. How is the proposal sensitive towards, and complementary of the architectural heritage of Meredith, New Hampshire?

F. Does the proposal seek approval for lot line building setbacks that are less than the setback required per the applicable Zoning District? ____ Yes ____ No

If yes, please answer the following:

What is the required setback dimension? _____ ft.

What is the proposed setback dimension? _____ ft.

What is the justification for the proposed setback reduction? How is the proposed setback reduction necessary to fulfill the one or more of the Building Performance Criteria?

G. Request for Waiver of Performance Criteria:

Please identify each specific Performance Criteria contained in Section 6 of the Architectural Design Review Ordinance for which a waiver is requested together with the justification for the requested waiver.

PART 4. **APPLICATION CHECKLIST** (CHECK AS APPROPRIATE)

- ____ Completed application form including signature
- ____ Owner Authorization Letter (if applicable)
- ____ Abutters List
- ____ Ten (10) copies of the building elevation drawings
- ____ Additional descriptive information such as photographs of existing conditions, historical photographs, visual simulations etc. (optional)

PART 5. **ENDORSEMENT**

I hereby request that the Town of Meredith Planning Board review this Application for Architectural Design Review, including all plans, drawings, documents and information

submitted herewith. I represent to the best of my knowledge and belief, this application is being submitted in accordance with the Architectural Design Review Ordinance.

Signature of Owner or
Authorized Applicant

Date

PART 6. **FOR OFFICE USE ONLY:**