

# DESIGN REVIEW ADVISORY BOARD

## Application Packet

Prospective applicants for the Design Review Advisory Board will find most of the information necessary for making an application and submitting materials in this packet. It includes:

1. Schedule of Meetings and Deadlines for Applications
2. Step by Step Process for DRAB and Signs Specifically
3. Application Form
4. Checklist of Submission Materials

### Schedule of Meetings

Application Deadline	Deadline for Supplemental Materials	Meeting Date
Tuesday, December 23, 2008	Tuesday, December 30, 2008	Tuesday, January 6, 2009
Tuesday, January 20, 2009	Tuesday, January 27, 2009	Tuesday, February 3, 2009
Tuesday, February 17, 2009	Tuesday, February 24, 2009	Tuesday, March 3, 2009
Tuesday, March 24, 2009	Tuesday, March 31, 2009	Tuesday, April 7, 2009
Tuesday, April 21, 2009	Tuesday, April 28, 2009	Tuesday, May 5, 2009
Tuesday, May 19, 2009	Tuesday, May 26, 2009	Tuesday, June 2, 2009
Tuesday, June 23, 2009	Tuesday, June 30, 2009	Tuesday, July 7, 2009
Tuesday, July 21, 2009	Tuesday, July 28, 2009	Tuesday, August 4, 2009
Tuesday, August 18, 2009	Tuesday, August 25, 2009	Tuesday, September 1, 2009
Tuesday, September 22, 2009	Tuesday, September 29, 2009	Tuesday, October 6, 2009
Tuesday, October 20, 2009	Tuesday, October 27, 2009	Tuesday, November 3, 2009
Tuesday, November 24, 2009	Tuesday, November 24, 2009	Tuesday, December 1, 2009

Please make note of application deadlines. **These dates are firm and no application will be accepted for an upcoming meeting within the two week review period.** Only supplemental materials specifically requested by the Board or review staff or corrections to previous submitted materials will be permitted up until one week prior to the meeting.

### Contact Information

Please direct any questions to the Town of Dedham Planning & Zoning Office:

Address: 26 Bryant Street, Dedham, MA 02026

Town Planner: 781-751-9241; [cryan@dedham-ma.gov](mailto:cryan@dedham-ma.gov)

Administrative Assistant: 781-751-9240; [swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov)

## Design Review Advisory Board (DRAB) Application Process and Procedures

**Authority:** Design Review Advisory Board (DRAB)

**Guiding Regulations:** Zoning By-Law of the Town of Dedham §9.6

**Step 1: Pre-Application Review:** Applicant can request a pre-application discussion with the Town Planner and/or DRAB. This can include the Administrative Assistant to discuss specific application guidelines and requirements. At this meeting, the developer can share ideas related to the proposed application and the Town Planner can offer suggestions for preparation for the application process. While not required, this is a highly recommended step which can streamline the process and avoid mistakes and omissions on the part of the applicant.

The applicant may choose to voluntarily adopt the recommendations that arise as part of the discussion. If this occurs, the applicant shall submit a letter to the DRAB indicating voluntary adoption of criteria.

**Step 2: Determination of Jurisdiction:** During pre-application review or at other such time, the pending application shall be scrutinized to determine whether it shall be subject to the jurisdiction of DRAB and be required to submit an application. The following project typologies shall be submitted to SDRAB:

1. All new construction, additions to, and exterior alterations of existing buildings in CB, GB, HB, LB, LMA, LMB, and RDO districts;
2. All new signage or alterations of existing signs in CB, GB, HB, LB, LMA, LMB, and RDO districts;
3. All projects located in RDO, PC, PR, or LM subject to parking plan approval, site plan review, major nonresidential project, or requiring special permit or variance from the ZBA.

Determine also whether project is one of the following:

*1. Minor Project*

- a. Storefront
- b. Awning
- c. Sign
- d. Other

*2. Major Project*

- a. New building
- b. Building renovation
- c. Site/Parking Plan

**Step 3: Filing of Formal Application:** Using the DRAB Application packet, the applicant shall file a complete application as per the requirements of §9.6 of the Zoning By-Laws and checklist accompanying the application by bringing a completed application packet in to the Planning Board Administrative Assistant for submission.

**Note:** DRAB meets the first (1<sup>st</sup>) Tuesday of every month. Applications to be heard are due no later than end-of-day on the Tuesday two weeks prior.

**Step 4: Application Completeness Review:** The Administrative Assistant shall conduct a completeness review to ensure that all required elements are present. No plan shall be deemed to have been officially submitted to DRAB and time stamped until the submission materials including the plan, required applications, forms, fees, and other materials. The *official submission date*, whether plans are plans delivered at a meeting or sent by registered mail, is the delivery date. Upon finding that the application is complete, the application shall be time-stamped. Note that for relief or waivers from the ZBA, a copy of the submitted application should be filed with the DRAB.

**Step 5: Distribution of Plans:** The Administrative Assistant shall distribute the application packet to the Town Planner.

**Step 6: Add to Agenda:** The Town Planner shall place the application as an agenda item on the next available DRAB meeting which are held on the first Tuesday of each month at 7:00 p.m.. Availability shall be determined both by time requirements of DRAB and other application timelines.

**Step 7: Review of Plans:** The Town Planner shall conduct a review of the submitted materials and prepare a findings memo (see Appendix J for example findings memo). This memo shall consist of relevant project data and criteria and include any recommendations for DRAB's consideration.

**Step 8: Distribution of Packets:** The Town Planner shall finalize the findings memo, prepare packets, and send each Board member the following items in their distribution packet:

1. Copy of application
2. Reduced size set of plans (should be added to Form X)
3. Town Planner's memo

Packets should be mailed provided that at least one (1) week lead time is available.

**Step 9: Posting of Meeting:** For all meetings of the DRAB, notice of the meetings shall be posted at the bulletin board adjacent to the Town Clerk's office. This shall be done no less than 48 hours prior to a scheduled meeting and consist of preparation of a meeting notice form (see Appendix J for example), having four (4) copies of the form time-stamped by the Town Clerk's office, and requesting the Clerk to post the notice. Send two (2) copies of notice to the Library. Also send meeting notice/agenda to:

1. Applicant
2. Precinct chairpersons
3. Town Clerk
4. Town Administrator/Board of Selectmen

**Step 10: Written Recommendation:** A recommendations letter (see example in Appendix E) shall be generated by the Town Planner. Said letter shall be forwarded to the members of DRAB for review and approval as to form and content. Upon a finding by DRAB that the decision letter is adequate, they shall sign the letter. The Town Planner or designee shall copy and distribute the decision letter to:

1. The applicant
2. Building Official (with plans and application)
3. Planning Board
4. Town Administrator
5. BOS
6. Case-file (original)

Note that for ZBA cases, the written recommendation must be provided by DRAB to the ZBA at least seven (7) days prior to the ZBA public hearing date.

**END PROCESS**

<b>DESIGN REVIEW ADVISORY BOARD</b> Martha Abdella Mollie Moran Mabel Maria Herweg Paul D. Corey Russell T. Glen	<b>DEDHAM TOWN HALL</b> 26 Bryant Street Dedham, Ma 02026  Christopher J. Ryan, Town Planner (781) 751-9241	
APPLICATION DATE		FEE: \$25.00
PROJECT NAME		
PROJECT ADDRESS		
<b>I. PROPERTY INFORMATION</b> (If applicant is business owner, please provide property owner information also. If applicant is property owner, provide list of businesses which occupy or will occupy the property.		
<b>PROPERTY OWNER</b>		<b>BUSINESS OWNER</b>
NAME:		NAME:
ADDRESS:		ADDRESS:
PHONE:		PHONE:
FAX:		FAX:
BUSINESS PHONE:		BUSINESS PHONE:
E-MAIL:		E-MAIL:
<b>II PROJECT INFORMATION</b>		
<b>Project location (zoning district):</b> <input type="checkbox"/> SRA/SRB/GR <input type="checkbox"/> CB <input type="checkbox"/> LB/GB <input type="checkbox"/> HB <input type="checkbox"/> LMA/LMB <input type="checkbox"/> AP/RDO <input type="checkbox"/> PC <input type="checkbox"/> SC <input type="checkbox"/> OTHER		
<b>Building type:</b> <input type="checkbox"/> Free standing commercial <input type="checkbox"/> 1-3 story commercial w/continuous storefront <input type="checkbox"/> Commercial buildings of residential character		
<b>Project type: Major:</b> <input type="checkbox"/> New building/addition <input type="checkbox"/> Exterior renovation <input type="checkbox"/> Site <input type="checkbox"/> Other <b>Minor:</b> <input type="checkbox"/> Storefront <input type="checkbox"/> Sign <input type="checkbox"/> Awning <input type="checkbox"/> Other		
<b>ZBA Application:</b> <input type="checkbox"/> Not Required <input type="checkbox"/> Required Hearing Date _____ Waivers Requested _____		
<b>III APPLICATION PACKET CHECKLISTS: (6 COPIES OF EACH)</b>		
See <b>Page 2</b> for checklists for both Major and Minor projects		
<b>IMPORTANT NOTE</b> Packets should be submitted electronically with Adobe Acrobat (pdf) files of cover letters, application forms, graphics, and other supporting materials. However, if you will be submitting your application as a hard copy, be sure to include six (6) complete sets of checklist materials (see Page 2) and please still try to provide a pdf file of the plans. A hard copy submittal w/o all sets will be deemed incomplete.		
<b>Other boards to review project:</b> <input type="checkbox"/> Planning Board <input type="checkbox"/> Board of Appeals <input type="checkbox"/> Conservation Commission <input type="checkbox"/> HDC		
<b>It is recommended</b> that the application and drawings be reviewed by the Building Department prior to submission to the Design Review Board to assure that the project complies with the Dedham Sign Code and Dedham Zoning Bylaws		
Signature of applicant _____		Phone _____
Date _____		<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Other
<b>Please send or deliver application materials to:</b> <a href="mailto:webster@dedham-ma.gov">webster@dedham-ma.gov</a> and <a href="mailto:cryan@dedham-ma.gov">cryan@dedham-ma.gov</a> or to Design Review Advisory Board, Dedham Planning Board Office, Room 116, Dedham Town Hall, 26 Bryant Street, Dedham, MA 02026. <b>The application will not be deemed complete until all materials requested in Sections III/IV above are received.</b> DRAB meetings are usually held on the 1 <sup>st</sup> Tuesday of each month. (check with the Town Planner's Office) Completed applications must be received seven (7) days prior to the hearing in order to be scheduled. At the discretion of the Town Planner or Committee Chair, smaller projects may be accepted for hearings within the seven (7) day review period.		

## CHECKLIST FOR DESIGN REVIEW ADVISORY BOARD APPLICATIONS

The following must be included with all Major Design Review Advisory Board applications, which include:

1. **New buildings**
  2. **Building renovations, and**
  3. **Site or parking plans:**
- Completed application form
  - Six (6) sets of scaled drawings including:**
    - Site and Parking Plan;
    - Architectural Building Plans and Elevations;
    - Zoning Map (from Dedham Web GIS); and
    - Other drawings as required.
  - Six (6) sets of site photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements.
  - Six (6) sets of supporting materials:** Additional information that illustrates the proposed design intentions.
  - Six (6) sets of samples:** Color, finish, and material samples and/or manufacturer's product specifications. Large sample palates may allow for one sample and six (6) color photographs of the sample.
  - Acrobat (pdf) files of all plans, maps, and photographs.**

The following must be included with all Minor Design Review Advisory Board applications, which include:

1. **Storefronts**
  2. **Awnings**
  3. **Signs, and**
  4. **Other:**
- Completed application form
  - One (1) set of scaled drawings including:**
    - Building or sign elevations showing proposed work with dimensions, materials, colors, and finished noted;
    - Site plan or sketch showing location of proposed site element with dimensions;
    - Other drawings as required.
  - One (1) set of site photos** showing project property and adjacent buildings and/or sites.
  - One (1) set of optional materials:** Additional drawings, photos, etc., which illustrates proposed design intentions, color, finish, and material samples and/or manufacturer's product specifications.
  - Acrobat (pdf) files of all plans, maps, and photographs**

### IMPORTANT NOTES

- Applications for the next hearing will be accepted **no later than one (1) week before the scheduled meeting date** to allow proper time for posting of the meeting with the Town Clerk and review of materials.
- Application fee of \$25.00 must be received with the completed application.
- Packets should be submitted electronically with Adobe Acrobat (pdf) files of cover letters, applications forms, graphics, and other supporting materials. If you are submitting your Major application as a hard copy, be sure to include **SIX (6) complete sets** of the checklist materials and provide a pdf file of the plans as well.
- Any Major application submittals without **all** sets will be deemed incomplete and the application will not be added to the agenda.