

Design Review Advisory Board (DRAB) Application Process and Procedures

STEP 1:

Scoping session with DRAB: If you are thinking about new signage, façade changes, or other aesthetic changes to your business come sit down with DRAB to discuss your ideas and get feedback.

STEP 2:

Pre-Application Review: A pre-application meeting with the Planning Director and the Building Commissioner is required to ensure any application is complete prior to submittal. At this meeting or via phone conference an applicant can present their application to check for completeness and discuss compliance with applicable bylaws.

Reasons for DRAB Meetings:

1. All new construction, additions to, and exterior alterations of existing buildings in CB, GB, HB, LB, LMA, LMB, and RDO districts;
2. All wireless communications projects located within the wireless overlay district;
3. All new signage or alterations of existing signs in CB, GB, HB, LB, LMA, LMB, and RDO districts;
4. 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 Zoning Board of Appeals.

Project Breakdown

Minor Project:

Storefront
Awning
Sign
Other

Major Project:

New Building
Building Renovation
Site or Parking Plan

Wireless Project:

New wireless facility
Replacement of equipment
New co-location

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 Office for submission.

Note: DRAB meets the **FIRST WEDNESDAY** of every month. Applications to be heard are due no later than end-of-day on the Friday two weeks prior.

STEP 4:

Application Completeness Review: The Administrative Assistant shall check for a completeness sign-off from the Planning Director and Building Commissioner 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 have been received. The ***official submission date***, whether plans are plans delivered or sent by registered or regular mail, is the delivery date. Every effort should be made to provide a complete submission at the time of filing. Additional materials should not be presented at the time of the hearing because it does not give Board members sufficient time for review. Upon finding that the application is complete, the application shall be time-stamped. Note for applications that need relief or waivers from the Zoning Board of Appeals, DRAB will make a recommendation regarding the relief and/or waiver sought to the Zoning Board of Appeals.

STEP 5:

Review of Plans: The Town Planner shall conduct a review of the submitted materials and prepare a findings memo.

STEP 6:

Add to Agenda: The Administrative Assistant shall place the application as an agenda item on the next available DRAB meeting. Meetings are held on the first Wednesday of every month. Availability shall be determined both by time requirements of DRAB and other application timelines.

STEP 7:

Distribution of Packets: The Administrative Assistant 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
3. Town Planner's memo

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

STEP 8:

Written Recommendation: A FORM recommendations letter 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. Applicant
2. Property Owner
3. Building Official (with plans and application)
4. Planning Board
5. Town Administrator/Board of Selectmen
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.