

◆ Town of Haddam Architectural Review Committee ◆

The Architectural Review Committee was formed in conformance with Section 7A of the Town of Haddam Zoning Regulations in 2014. The Committee is made up of three volunteers appointed by the PZC. The intent was to create a review board that was diverse, professional, and fair in their review of the plans as they relate to the Design Guidelines for Higganum Village, adopted in March of 2014. The 2017-2019 Committee consists of an Architect licensed in the State of CT, a residential design professional, and a construction manager for Middlesex Hospital. The Haddam Building Official will also sit on the committee to assist on comments regarding the State Building Code.

The ARC review aims to strike a balance between good design and viable economic development. Early review of building and site design is intended to resolve potential problems, conflicts and design problems early in the process, saving the applicant time and money.

ARC applications must contain all the required plans and documents. Once a complete application is submitted to the Land Use Department the ARC will schedule a meeting within 35 days. All meetings are open to the public and are usually held at the Old Town Hall (21 Field Park Drive).

ARC Submittal Requirements: Please submit six packets that include drawings and a cover letter outlining the project. One packet should contain full size drawings and the other 5 can be packets of 11 x 17 drawings.

- **Cover Letter:** Please identify the existing uses and proposed uses, the square footage of new additions and a general description of the project. If demolition is proposed please indicate the reason that demolition is sought. If the project will be completed in phases please outline a rough time line sequencing the project timeline. Indicate whether any modifications will be needed per Section 7A. 8 of the Zoning Regulations such as height, setback distance or density. The cover letter should be addressed to Joseph Bergin, Chair of ARC, and should be no longer than two pages. This letter should also include the name, phone number and email of the principal lead on the project.
- **Site Plan:** Site plans drawn by an engineer licensed in CT. The Site Plan should include all existing and proposed structures, landscaping, wetlands and natural features, walkways, fencing, site lighting, well and septic location and parking. The specific standards for site plan submittal are outlined in Section 14 of the *Town of Haddam Zoning Regulations*.

- Elevation Drawings: Drawings shall include

- Elevation drawings of all facades of the structure that are visible to the public.
- Material board that includes color and types of material used
- All roof heights and pitch, including roofing materials
- Location of roof mounted mechanicals and how the visual impact will be softened
- Detail sheets of architectural features such as window features, fenestration, porches, eaves, overhangs, canopies, and/or public entrance ways.
- Detail sheets of all building lighting and signage. Signage details should include dimensions and colors and type of illumination.

- Floor Plans: Floor plans that show windows, points of egress/ingress, access and general proposed use (ie: kitchen area, storage, tenant space etc.).

At the ARC Meeting: The applicants architect, design professional, and site engineer will make a short presentation describing the project and how the proposal conforms with the Design Guidelines outlined in the appendix of the Zoning Regulations. This will include a discussion about the proposed structure, parking, lighting, signage, landscaping and any challenges with the site design

After review and discussion, ARC will either draft a recommendation to the PZC or suggest that the applicant come back to ARC with revisions. Once ARC has endorsed the proposal the applicant can submit an application to the Planning and Zoning Commission.

Applicants should work with the Town Planner to establish timelines and submittals to ARC and PZC. Please note that the demolition of any structure in the Village requires a special permit