

**City of Torrington Planning and Zoning Commission  
Architectural Review Committee  
Architectural Review Form**

Name and Address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Name and Address of Owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zone: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Existing/Previous Use of Property:**

Gross Square Footage: \_\_\_\_\_

Previous Occupant/Use: \_\_\_\_\_

Other tenants/use of building: \_\_\_\_\_

**Proposed Use of Property:**

Proposed use of floor space:

\_\_\_\_\_  
\_\_\_\_\_

*Describe the scope of the project, including all changes to the exterior, with proposed exterior materials/colors and alterations detailed. Bring samples/cut sheet. (Attach materials schedule if necessary).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planning and Zoning Status (if applicable)**

Has a Site Plan been submitted to Planning and Zoning for this project: \_\_\_\_\_

Has this project been reviewed by the ARC prior to this submission? \_\_\_\_\_

If yes, date(s): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Date Submitted: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Project # \_\_\_\_\_

**Architectural Review Committee  
Form Checklist**

**Architectural Review Committee**

The purpose of the Architectural Review Committee is to *advise* the Planning and Zoning Commission on the physical aspects of the City's environment.

The Committee uses the following checklist in evaluating proposals:

**Submission Requirements**

In order to submit an application to the Planning and Zoning Commission, the applicant should review the site plan requirements listed in the Zoning Regulations to ensure that all desired data is submitted. For Architectural Review Committee review, the applicant should provide:

1. Photographs: Color photographs of the site, existing buildings (if addition(s) are proposed) and/or adjacent buildings.
2. Location Map: A map showing the location of the site in relation to existing streets in the City at a scale of not less than 1" = 200'.
3. Site Plan: A Site Plan per Torrington Zoning Regulations, Section 8.4, "Site Plan Requirements"
4. Landscape Plan: A plan showing proposed plant series, (botanical name and common name), size of materials to be used, and non plant related landscape features, such as fences, walls or berms;
5. Elevations: Exterior elevations of ALL sides of building indicating building height, floor elevations, fenestration, external HVAC equipment, building materials and colors. In the case of an enlargement of a building, the existing building as well as the proposed addition should be shown. Perspective drawings or models are helpful.
6. Building exterior: Samples of exterior building materials, including color samples and texture, in an 8.5" x 11" format for convenient filing.
7. Other: Such other material as the applicant may deem appropriate to enable the Board to evaluate the design.

The Committee shall review each project for aesthetic matters pertaining to planning and design as they relate to the physical characteristics and appearance of the site, neighborhood and City.

## Review Process and Elements

Architectural Review Committee meetings and transmittal of reports to the Commission shall be coordinated by the City Planner.

The Committee with the assistance of the City Planner shall provide applicants with a Design Review Form. This form shall be designed to provide an administrative record of each project reviewed by the Committee and a checklist of the information to be provided by an applicant. Maps and plans requested by the Committee shall be consistent with the requirements for submission of a Site Plan as specified in the Zoning Regulations.

### 8.5.2 Duties

Within thirty five days after being referred to the Committee, the Committee shall review and make written recommendations on;

- A. all site plans;
- B. all changes to facades of non-residential buildings; and
- C. all signs except:
  - a. those on one, two and three family residential properties; and
  - b. those less than 50 square feet in area.

At Committee meetings, applicants are encouraged to be represented by the architect or design professional involved in the project.

### 8.5.4 Criteria

In acting on any application the Committee shall consider those factors affecting the external appearance of the site. These factors include the design of the building and other structures, landscaping, lighting, signs, utilities, parking, and other objects visible to the public.

The criteria used by the Committee are intended to assist the Planning and Zoning Commission and the applicant in achieving a design that is both functional and visually pleasing. The criteria are not intended to restrict imagination, innovation or variety.

### 8.5.5 Relationship of Building to Site

A. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate buffers between incompatible land uses, and safe vehicle and pedestrian movement.

B. The visibility of parking areas from streets should be restricted by means of plantings, berms, decorative walls, buildings, or other means.

C. Large contiguous expanses of parking should be avoided. Plantings, walls, berms and sidewalks should be placed within parking areas to control traffic and to reduce the parking areas' visual impact.

#### 8.5.6 Relationship of Buildings and Site to Adjoining Area

- A. Adjacent buildings of different architectural styles should be separated by means of buffers and plantings.
- B. A harmonious transition from the site to adjoining properties should be provided by landscaping or other means.
- C. Harmony in texture, lines, and masses is recommended. Monotony should be avoided.

#### 8.5.7 Landscape and Site Treatment

- A. Where existing topographic patterns and vegetation contribute to the beauty of a development, they should be preserved.
- B. Service yards, dumpsters, utility structures, loading areas and other places that tend to be unsightly should be screened from public view by landscaping, berms, fencing or other means. The screening should be effective year round.
- C. In areas where plantings will not thrive other materials such as fences, berms or walls should be used.
- D. Exterior lighting should enhance building design. Lighting standards and building fixtures should be of a design and size compatible with the building and adjacent areas. Lighting should be restrained and excessive brightness should be avoided.

#### 8.5.8 Building Design

- A. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and its relationship to its surroundings.
- B. Buildings should have a good scale and be in harmony with the neighboring development.
- C. Materials should be selected so that the proposed structure is in harmony with the adjoining structures.
- D. Materials should be of a durable quality.
- E. Building components, such as windows, doors, eaves and parapets, should have good proportions and relationships to one another.
- F. Colors should be harmonious and should use only compatible accents.

G. Mechanical equipment or other utility hardware on the roof, ground or buildings should be screened from public view with materials harmonious with the building. Alternatively, they should be located so as not to be visible from public areas.

H. Monotony of design in single or multiple building projects should be avoided. Variation in detail, form, and siting should be used to provide visual interest.