

TOWN OF WAYLAND
DESIGN REVIEW BOARD
APPLICATION FOR DESIGN REVIEW

Mission of the Design Review Board (DRB)-To assist property owners and developers with the design process and issue an advisory opinion to the town boards based on the Wayland Design Guidelines to enhance, protect and promote development consistent with Wayland's Master Plan.

Process of the DRB- There are two steps to the DRB process:

1. Conceptual Meeting: DRB reviews the conceptual materials that are submitted with the application for review.

2. Schematic Design Meeting: DRB reviews the schematic design materials and determines recommendations for the applicant and issues an advisory opinion to other town boards.

Application submission date:_____

Part A. Address of the project _____

Part B. I hereby certify that the information on this application is correct and understand that all applications are subject to conformance with the Town of Wayland Zoning By-Law and review by the Wayland Design Review Board.

Name of Business owner_____Signature _____

Address_____Phone _____

Name of Property Owner _____

Address_____Phone _____

Part C. The conceptual design submission materials with this completed application form before the first review date is set. The schematic design materials to be submitted to the DRB one week prior to the scheduled hearing date. The DRB standard schedule for completion of review is 30 days from the date of accepted application for review. The applicant may request a time extension and additional meetings upon written request.

Conceptual design submission:

Written description of project vision, including type(s) of building uses, expected overall appearance of building(s) and site, goals for integration of new construction with surrounding neighborhood, proposed pedestrian connections and other amenities

Schematic design materials:

Written description of building and site materials exposed to view

Conceptual design submission:

Color photos of existing and adjacent properties and buildings

Conceptual sketches showing building massing and site layout, including “green” space, walkways and parking

Detailed survey showing all boundary lines, lot dimensions and area, zoning constraints, location of all existing structures, existing driveways, parking areas, ramps and utilities

Diagrammatic planting concept sketch

Schematic design materials:

Scaled elevations of the proposed building shown in context of adjacent buildings with photos to scale

Building plans and elevations showing details of major architectural elements, samples of materials proposed, dimensions of the building (ht, width, length) and any mechanical equipment on roof

Detailed survey showing all boundary lines, lot dimensions and area, zoning constraints, location of all existing and proposed structures, existing and proposed driveways, parking areas, ramps and other site improvements

Scaled planting plan showing proposed locations for trees, lawns and plant beds

Scaled schematic site plan locating building footprints, sidewalks, driveways, trash storage, utilities, mechanical equipment and service loading areas

Scaled exterior lighting plan

Required application fee of \$150 for projects under \$100,000 in construction cost and \$300 for all projects over \$100,000 in construction cost. All checks to be made payable to Town of Wayland.

Part D. DRB Comments/Recommendations: (To be completed by the DRB staff).

Conceptual Review: _____

Schematic Review: _____

DRB#_____/_____/_____

Hearing Date_____/_____/_____

806-6-DRB application form-7-9-12