



ARCHITECTURAL REVIEW BOARD  
2725 MAIN STREET, STRATFORD TOWN HALL  
STRATFORD, CT 06615

APPLICATION FORM

All applications shall be reviewed based on information within the Commercial Design Guidelines, prepared by the Architectural Review Board, and adopted by the Town of Stratford. It is required that all applicants be familiar with these guidelines, and utilize the information contained within the Guidelines in developing designs for the proposed project.

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: Home #: \_\_\_\_\_ Business #: \_\_\_\_\_  
Email Address: \_\_\_\_\_
2. Applicant's Representative (if not applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: Home #: \_\_\_\_\_ Business #: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Applicant's interest in the property:  
 Owner  Lessee  Lessor  Tenant  Other (Describe): \_\_\_\_\_
4. Property Owner (if not applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: Home #: \_\_\_\_\_ Business #: \_\_\_\_\_
5. Subject Property Address: \_\_\_\_\_
6. Does the proposed application meet all zoning regulations? Yes/No \_\_\_\_\_
7. Has this project been previously reviewed by the ARB? Yes/No \_\_\_\_\_
8. Applications received after the deadline shall be placed on the following month's agenda.
9. Applicants or their representatives should plan on attending the ARB meeting to present the application, to answer any questions, and/or discuss possible modifications to the proposed application.
10. Since the ARB is an advisory board, a favorable recommendation does not necessarily mean the proposal will be automatically approved by the Zoning Commission. The ARB will provide its written findings and a favorable/unfavorable recommendation to the Zoning Commission, which will then be deliberated by the Zoning Commission before offering final decision.

Next Meeting Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

I understand this application will be reviewed for completeness, and additional information may be requested to be submitted, prior to being heard by the ARB.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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APPLICATION CHECKLIST

Six (6) copies of the below documents should be submitted by the application deadline for the Board's review. One (1) set of plans must be 24" x 36" and the remaining five (5) sets may be a reduce size of 11" x 17". In addition to the below information, the applicant may submit other supporting documentation they believe may assist the Board in evaluating the proposed application.

- **Project Description:**
  - Short narrative outlining the architectural aesthetic of proposed project
  - Photographs of the site and immediate surrounding areas
  
- **Site Plan Sheet:**
  - Neighborhood context map to include project location, significant landmarks in the area, description/uses of adjacent properties, etc.
  - Include grading, parking, trash/delivery area, neighboring property lines
  - Preliminary landscaping plan including general types of plants noted (i.e., perennials, flowering shrubs, evergreens, ornamental trees, etc.)
  - Mechanical equipment locations to include transformers, roof top equipment, ground mounted HVAC equipment, generators, etc.
  
- **Exterior Elevations Sheet:**
  - Elevations shall include lighting, any signage, material callouts (Colored renderings of the proposed elevations are helpful)
  - All elevations shall indicate roof pitches, wall heights, and ridge heights along with other pertinent information
  - All exterior material selections including color choices (Applicants are encouraged to provide photographs and/or physical material selections during their presentation to the ARB)
  - Exterior lighting concepts including fixture selections and proposed finishes
  
- **Floor Plan Sheet:**
  - To-scale plans of each level, including a roof plan
  - Summary of the project square footage including overall, per floor and existing versus new (if applicable)