

KENT VILLAGE DISTRICT ARCHITECTURAL REVIEW BOARD PRE-APPLICATION

(FOR OFFICE USE ONLY)

App. #: _____

Date of receipt: _____

Official date of receipt: _____

Name of property owner:

Owner's mailing address:

Telephone number:

E-mail address:

Applicant's name:

Applicant's address:

Applicant's telephone:

E-mail address:

Property address:

Map: ☐ Block: ☐ Lot: ☐ Zone: VC-C ☐ VC-R1 ☐ VC-R2 ☐ IA ☐ IB ☐ RURAL ☐

Project Description:

Is this property subject to a conservation or preservation restriction: Yes ☐ No ☐

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals? Yes ☐ No ☐

If yes, please include the approval letter from the ZBA.

Signature of applicant:

Date:

Signature of property owner:

Date:

Please read the **ARCHITECTURAL DESIGN STANDARDS KENT VILLAGE DISTRICT** and **REQUIRED DOCUMENTS AND HELPFUL SUGGESTIONS** before any presentation to the Architectural Review Board. The ARB has discretion to refuse to consider an application it considers incomplete. If an item is N/A, please describe why.

CHECKLIST

<input type="checkbox"/>	A Completed ARB Pre-Application Form.
<input type="checkbox"/>	Sketch Plan as outlined by Section 10300 of the Kent Zoning Regulations.
<input type="checkbox"/>	Photographs showing the location of the proposed activity as well as the surrounding properties.
<input type="checkbox"/>	Copy of the Kent Village District Map with the subject property highlighted.
<input type="checkbox"/>	Elevation drawings (front and side views), section drawings and/or photographic images. These materials shall indicate the existing and proposed roofing, siding, windows and exterior doors as well as roof pitches, overhangs, eaves, etc. Overall dimensions of the plan and vertical dimensions of the eaves and ridge shall be shown as well as sizes of the windows and exterior doors.
<input type="checkbox"/>	Samples or catalog "cuts" of proposed roofing, siding, windows and doors. Product sheets may be acceptable.

Kent Architectural Review Board Applications**REQUIRED DOCUMENTS and HELPFUL SUGGESTIONS**

This “primer” outlines the requirements for any presentation to the Kent Architectural Review Board. The schematic design drawings do not have to be drafted by a design professional – they can even be drawn free hand on 8 ½” x 11” paper providing the scale is accurate and the intended design is clear. Whoever prepares the presentation, however, must follow the procedure demonstrated in this booklet. *Revised February 2010*

**Kent Architectural Review Board
41 Kent Green Boulevard
Kent CT 06757**

860 927-4625

MEMO From: **The Kent Architectural Review Board**
To: All Applicants
Subject: Required Documents and Helpful Suggestions

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Guidelines:

The proposed project should be presented in a clear and articulate form. A good presentation can make the application approval process efficient.

Generally, all documents should be presented on 8 ½" x 11" sheets. If larger drawings are necessary they should be on 11" x 17", or 17" x 22" sheets. (These can be folded to 8 ½" x 11") Some minor projects, or relatively insignificant changes to an existing structure, may not require extensive illustration. However, any major project should include, but not be limited to the following:

Location and Context:

- 1) Village District map showing the location of the project. Highlight the spot with a standard yellow highlighter.
- 2) Digital images or photos showing the adjacent buildings as well as the location of the project. These pictures help in setting the project in a specific context.
- 3) Site Plan at not less than 1" = 20' showing required setbacks and any restrictions noted in the zoning code.

Schematic Design:

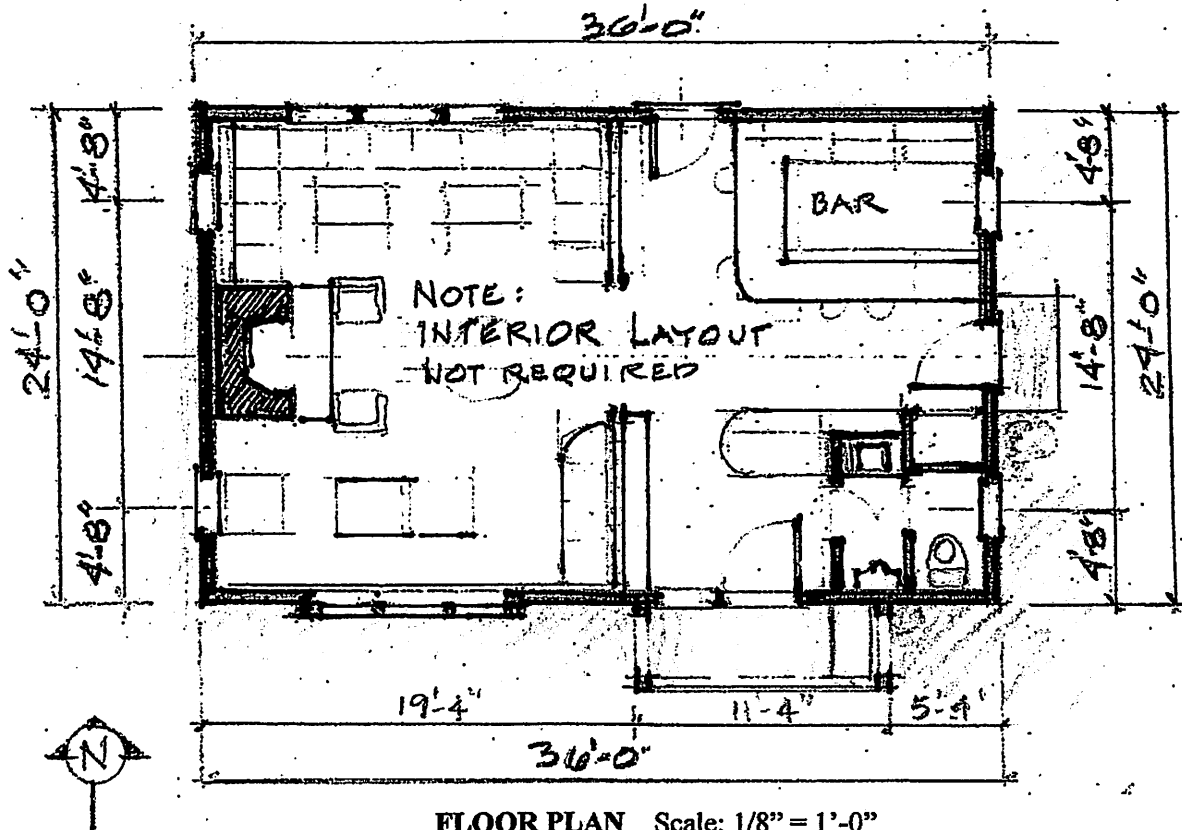
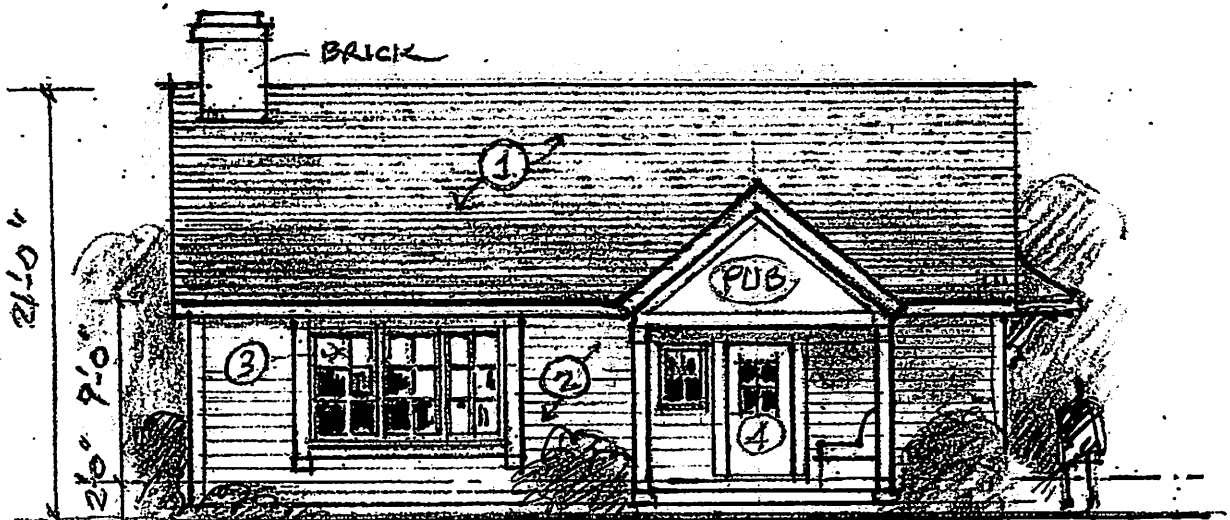
- 1) Plans and Elevations (front and side views) – and Sections if they help illustrate the design. These drawings must indicate the existing and proposed roofing, siding, windows, and exterior doors as well as roof pitches, overhangs, eave details, etc. The overall dimensions of the plan and vertical dimensions of the eaves and ridge must be shown as well as the sizes of the windows and exterior doors. *pages 2,3,4,& 5*
- 2) The Board will need to see samples or catalogue "cuts" of proposed roofing, siding, windows and exterior doors. These can be product sheets available from building supply stores or the Internet. *page 6*
- 3) Though not necessarily a requirement, a sketch rendering showing the project in its context can be helpful. *page 7*

The more professional and detailed the presentation is the better. The Board is charged with reviewing each application as to the appropriateness of the proposed project for the Kent Village District. This does not mean that the Board is not open to new and innovative designs, but each application will be evaluated as to scale, massing, and general character in the context of our New England village and our recommendations will be forwarded to the Planning and Zoning Commission.

SCHEMATIC DESIGN (Page 1 of 2)

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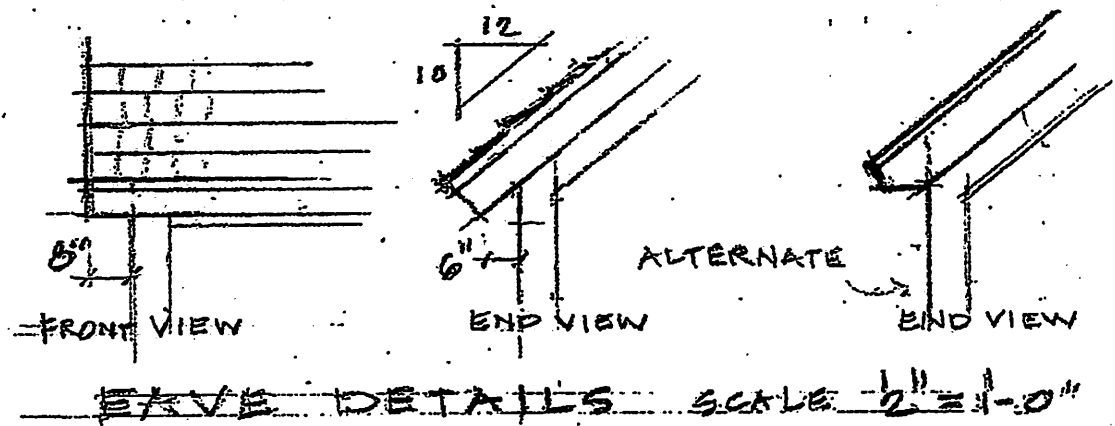
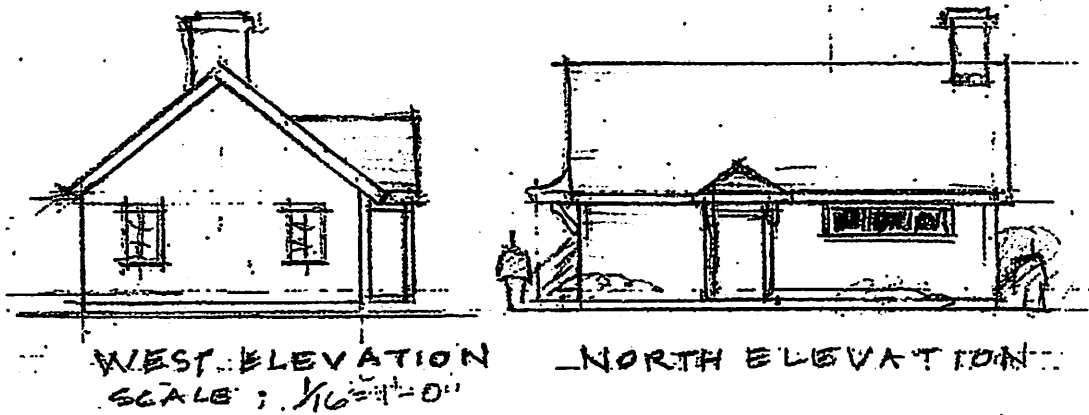
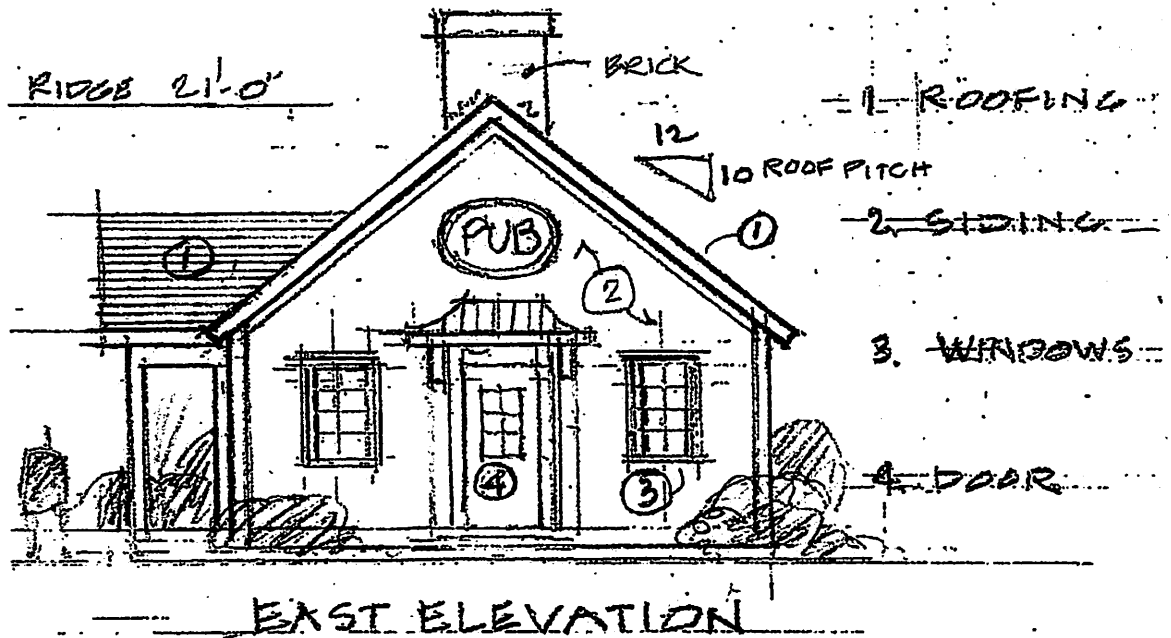
The following drawings of a hypothetical project, "A Village Pub", are shown for example only. They illustrate the scope of basic architectural drawings necessary to show the applicant's proposed design. (Note: Interior layout not required)

**FLOOR PLAN** Scale: 1/8" = 1'-0"**FRONT ELEVATION** See page 6 for materials and specs 1, 2, 3 & 4

SCHEMATIC DESIGN

(page 2 of 2)

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See page 4 of 7 for other options

EAVE DETAILS

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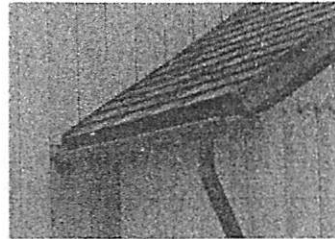
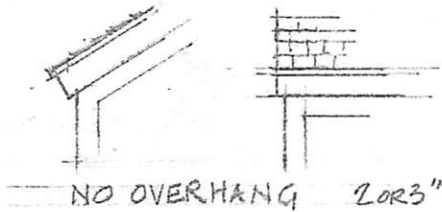
The treatment of the eave and overhang is one of the most important design details in any building. The five details below show preferred eave details with precedent in the village district as well as four that are not encouraged.

End view

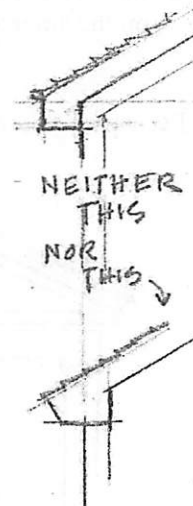
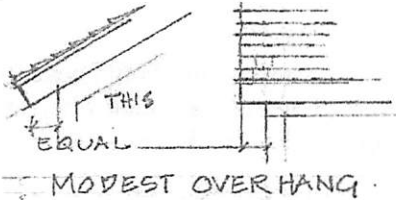
Front view

Local examples

1



2



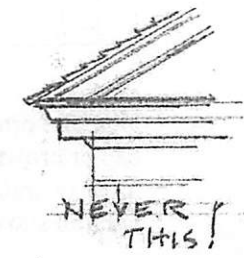
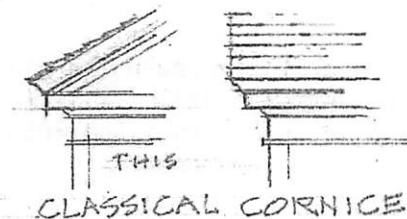
3



4



5



See page 5

CLASSICAL EAVE DETAIL

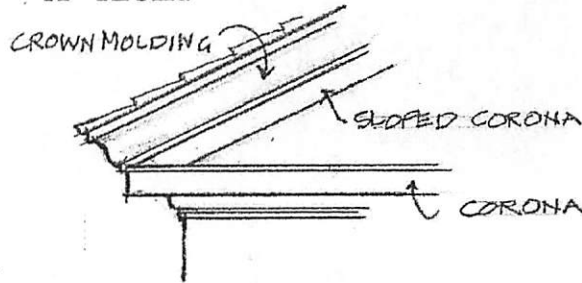
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Cornice Detail

There is a common detail that is often misunderstood and consequently constructed incorrectly always to the detriment of classical design. There is a grammar of architecture and it should be respected as it is in speech.

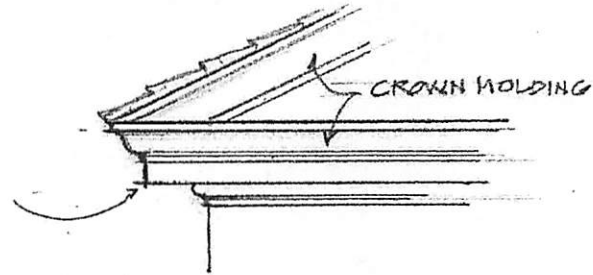
The following drawings illustrate two versions: **A** - The right way and **B** - The wrong way.

A RIGHT



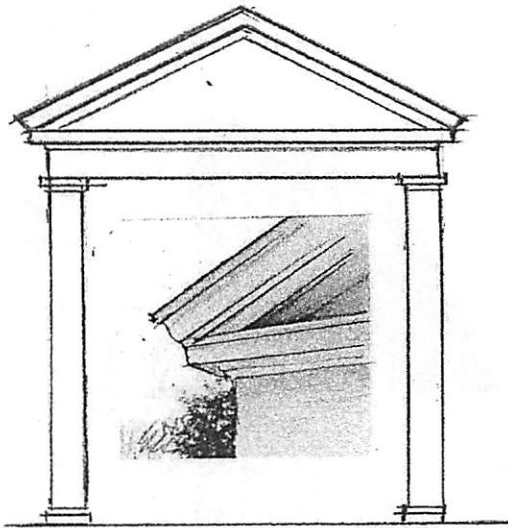
The crown molding is positioned only on the sloped portion of the pediment.

B WRONG

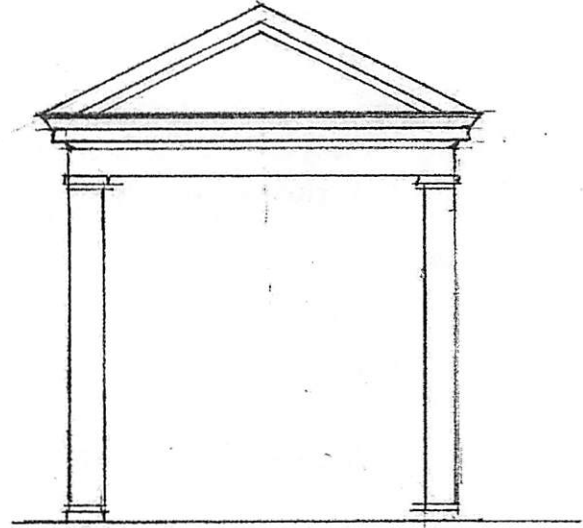


The crown molding should never be returned on the horizontal when there is a sloped pediment above.

Perhaps the contrast is better appreciated when seen in context of a full pediment;



A Here the crown molding emphasizes the cap or crown on the slope and has much more character and strength than the version shown to the right.



B When the crown molding is returned on the horizontal, the overall effect of the design is diminished. The pediment loses much of its importance.

MATERIALS – Specifications (Provide samples or catalogue cuts)

page 6 of 7

1. Roofing (If more than one type indicate on the elevation.)

- Composition shingles
Manufacturer, style, color
- Wood Shingles
Typical 18" perfection 5 ½" to the weather
- Metal roofing
- Other


2. Siding

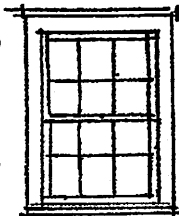
- Clapboard Typical +/- 4" to the weather with corner boards
- Shingles Typical 18" perfection 5 ½" to the weather
- Board and batten
- Flush boards
- Other


3. Windows (FENESTRATION)

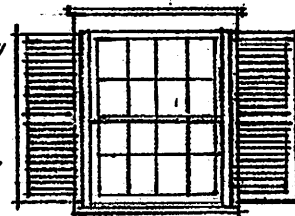
Note: If shutters are used be sure that they actually match the size of the window! Generally shutters look best when there is an even number of lights across – for example: "8 over 8"

- Double-hung

"6 OVER 6"

 2'-8" x 5'-2"



"8 OVER 8"

 3'-0" x 5'-2"



NOTE: SHUTTERS TO MATCH SASH SIZE

- Casements
- Fixed (Display windows)

4. Exterior doors

- Door types

OPTIONAL SKETCH RENDERING

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SKETCH FROM THE SOUTH EAST

Om2
10