

Project Name _____ Date: _____

Town of Freeport
DESIGN REVIEW CERTIFICATE
Checklist

The following items shall be included with all applications for Design Review Certificates for exterior alterations. For signage, please refer to the "Sign Application Requirements". Please note that the Project Review Board may request additional information if it is required for the Project Review Board to make a decision on an application.

- 1) Please attach current photos of the building showing elevations of the side(s) for which alterations are proposed.
- 2) If changes to the exterior color(s) of any portion of the building are proposed, include information on the color(s) including at least one complete set of paint chip samples (from the paint supplier) noting the actual color names.
- 3) In reviewing the application, the Board will need to know the types of materials to be used. For all materials, except for wood clapboards/shingles, cut sheets with product details must be included. Please complete the following table (use an additional sheet to explain, if necessary):

Item	Please explain details of the existing materials (if applicable)	Please explain details of proposed changes (if applicable)
Siding <i>(Note: reveal is the height of the exposed clapboard)</i>	Material _____ Style _____ Reveal _____	Material _____ Style _____ Reveal _____
Trim	Material _____ Trim Width _____	Material _____ Trim Width _____
Windows <i>(Note: please circle all styles that apply)</i>	Material _____ <u>Window Style:</u> <i>single-hung</i> <i>double-hung casement awning</i> <i>solid plate glass bay</i> <i>other</i> _____ <u>Grille Style:</u> <i>no grilles inside</i> <i>outside between the panes of glass</i> Mullion Pattern _____	Material _____ <u>Window Style:</u> <i>single-hung</i> <i>double-hung casement awning</i> <i>solid plate glass bay</i> <i>other</i> _____ <u>Grille Style:</u> <i>no grilles inside</i> <i>outside between the panes of glass</i> Mullion Pattern _____

Doors	Material _____ Panel style _____ Sidelite style _____ Transom style _____	Material _____ Panel style _____ Sidelite style _____ Transom style _____
Roofing	Material(s) _____	Material(s) _____
Misc. Items <i>(such as lighting, fences, awnings, etc)</i>	Please describe:	Please describe:

Please refer to the Town of Freeport – Chapter 22 Design Review Ordinance for additional information and standards.

Note: *This form supplements the applicable Planning Department application.*