

**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) A complete Planning Department application form, signed by the property owner or authorized agent, and this Design Review Checklist.
- 2) Proof of right, title and/or interest in the property, including a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement or other legally binding instrument shall also be submitted to show that the applicant has sufficient title, right, and/or interest to complete the project.
- 3) Cover letter: A cover letter explaining the project and containing details and visual illustrations of any proposed changes.
- 4) Plot Plan: If site changes or changes to the footprint of any buildings are proposed, a plot plan shall be included and show the property lines, existing features, and all proposed changes.
- 5) Other: Each application shall be accompanied by such sketches, drawings, photographs, descriptions, or other information showing the proposed alterations, additions, changes or new construction, as may be necessary or appropriate for the Town Planner or the Board to render a decision.
- 6) Attach current photos of the building showing elevations of the side(s) for which alterations are proposed.
- 7) 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 _____

<p>Windows (Note: please circle all styles that apply)</p>	<p>Material _____</p> <p><u>Window Style:</u> <i>single-hung</i> <i>double-hung casement awning</i> <i>solid plate glass bay</i> <i>other</i> _____</p> <p><u>Grille Style:</u> <i>no grilles inside</i> <i>outside between the panes of glass</i></p> <p>Mullion Pattern _____</p>	<p>Material _____</p> <p><u>Window Style:</u> <i>single-hung double-hung</i> <i>casement awning solid</i> <i>plate glass bay</i> <i>other</i> _____</p> <p><u>Grille Style:</u> <i>no grilles inside</i> <i>outside between the panes of glass</i></p> <p>Mullion Pattern _____</p>
<p>Doors</p>	<p>Material _____</p> <p>Panel style _____</p> <p>Sidelite style _____</p> <p>Transom style _____</p>	<p>Material _____</p> <p>Panel style _____</p> <p>Sidelite style _____</p> <p>Transom style _____</p>
<p>Roofing</p>	<p>Material(s) _____</p>	<p>Material(s) _____</p>
<p>Misc. Items (such as lighting, fences, awnings, etc)</p>	<p>Please describe:</p>	<p>Please describe:</p>

Note: This form supplements the applicable Planning Department application.

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