

Types of DRC Review

Insubstantial Review

Review of minor changes to existing structures or to previously approved plans can often be reviewed insubstantially. The DRC first determines if a request is insubstantial (see criteria in Section 16-22 of the Town Code), and then proceeds with a decision.

- If a request is determined to be insubstantial, the DRC provides approval or denial of the requested insubstantial change.
- If the DRC determines that a request is not insubstantial, the request must be published for a formal BOZAR hearing to obtain a decision on the issue.
- If the insubstantial request is denied, the applicant has the option to submit an application to the Building Department for a formal hearing of the issue to be heard by the BOZAR.

*Plans must be submitted to the Building Department no later than the **Monday** before the DRC meeting and scheduling is based upon availability.*

Informal Review

The informal review is utilized at the sketch plan phase or concept stage for new construction, historic rehabilitation or additions to existing structures. This review aids the applicant by providing direction or outlining possible issues for a building project prior to a formal request for review. A sketch (1/4" or 1/8" scale on 11"x17" paper) of all 4 elevations (or the elevations affected) and a site plan (including a parking scheme) are necessary for the DRC to provide effective comments. In addition, if floor plans have been developed, they should be submitted in order for the floor area ratio (FAR) to be calculated prior to the meeting. It is possible to request more than one informal review.

*Submit sketch plans to the building Department no later than the **Monday** before the DRC meeting and scheduling is based upon availability.*

Required Formal Review

Applicants submitting plans for a formal review resulting in a publication for a public hearing must come to at least one DRC meeting during the month the project has been submitted. Plan requirements can be found in Section 16-22 of the Zoning Code. Any informal reviews that have occurred do not replace the required DRC meeting. Per Section 16-22, the DRC will make a recommendation to approve, deny or make no recommendation to the BOZAR. BOZAR will then determine whether they accept an affirmative or negative recommendation, make comments or revisions, address zoning and land use issues, or fully review the project as presented.

Submittal dates are referenced on the BOZAR Calendar and can be obtained in the Building Department or by calling Town Hall at 349-5338.