

DESIGN REVIEW COMMITTEE (DRC)
SUBMISSION REQUIREMENTS

1. **SCHEDULE:** The DRC meets on the second and fourth Thursday of each month at 5:15 p.m. at the Amesbury Cultural Center, 36 High Street.

2. **MEMBERSHIP:** Scott Brown, Chairman
Tracy Healy
Vacancy
Vacancy – Associate Member
Vacancy - Associate Member

3. **CONTACTS:** Nipun Jain, Town Planner 978 388-8110 ext. 312
Joan Baptiste, 978 388-8110 ext. 311

4. **JURISDICTION:** The DRC is appointed by the Mayor, and acts in an advisory capacity to the Planning Board.

5. **SUBMISSION REQUIREMENTS:**
Refer to the Amesbury **Zoning Bylaw Section XI.C.5. and 6**, “Materials for Review”. The attached **Architectural Design Checklist** is provided to assist applicants in preparing their submissions. It lists the various subjects that are generally addressed by the DRC in reviewing a proposed project. In addition to the required drawings, applicants are encouraged to bring photographs, material samples, color boards, and catalog cuts to the meeting. Refer to Calendar of meetings and deadlines for schedule.

The following is a summary of required drawings:

1. **SITE PLAN**
2. **GRADING AND DRAINAGE PLANS**
3. **LANDSCAPE PLAN**
4. **ARCHITECTURAL ELEVATIONS** designate building material and colors, trim details, exterior lighting, roof plan.
5. **SITE DETAILS (OR CATALOG CUTS), FOR:** fencing, lighting, pedestrian walkways, retaining walls, curbing, etc.