

DESIGN REVIEW COMMITTEE (DRC)
SUBMISSION REQUIREMENTS

1. **SCHEDULE:** The DRC meets usually on the first and third Monday of each month at 5:30 p.m. at City Hall, 62 Friend Street, Amesbury, MA

2. **MEMBERSHIP:** Lars Johannessen
Scott Mandeville

3. **CONTACTS:** Nipun Jain, Director of Planning Department 978 388-8110 ext. 312

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. shall be submitted, including catalog cuts of proposed light fixtures.