

HOW TO SURVIVE

Design Review

Design Review is Norwalk's quality control mechanism for improving the aesthetic environment of its downtown areas in keeping with public goals and objectives expressed in approved redevelopment and urban renewal plans. Any new construction, renovation, signage, lighting or facade treatments in the designated areas (see enclosed map) is subject to Design Review.

Who does Design Review apply to?

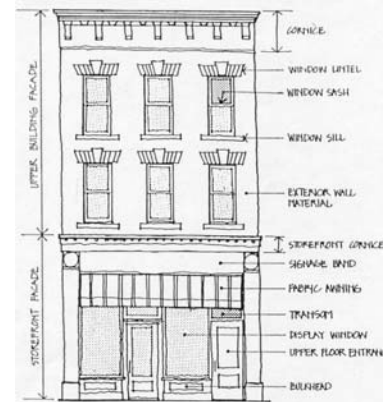
If you are a business owner, property owner, architect, signage agent, contractor, or developer working on new construction, renovation, signage, lighting, or facade treatment within the designated areas, Design Review applies to you.

Why are you subjected to this?

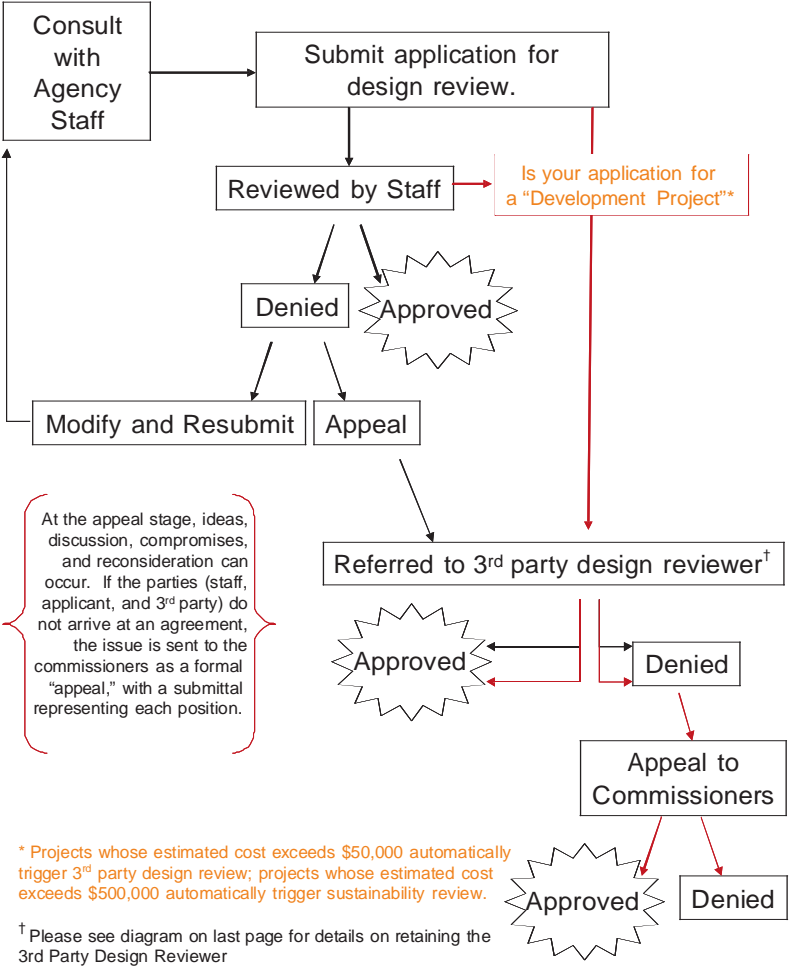
Norwalk is serious about revitalizing its downtown areas. So serious, in fact, that, over time, through their elected and appointed officials, Norwalk citizens, have approved redevelopment or renewal plans for every area of the city's downtown, stretching from Cross Street in the North, to Concord Street in South Norwalk. Each of these plans, and the statutes that support them, provide for this Design Review process.

A detailed "how-to" guide is provided inside.

We recommend that your first step be to contact Susan Sweitzer at the Norwalk Redevelopment Agency at (203) 865-7810, extension 46791.



Start to Finish



1. Prepare. Norwalk's redevelopment and urban renewal plans are all available online. Take a minute to peruse the one encompassing your project site. Go to: www.norwalkredevelopmentagency.com.



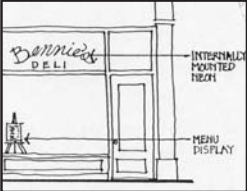
Once familiar with the guidelines from the appropriate plan, meet with Redevelopment staff in advance of beginning your design.

2. Design. Once you have a basic understanding of how city plans and redevelopment staff view the area your project is in, commence design. The design should be responsive to the public goals and objectives for the area described in the plan and discussed with staff. To save yourself time and get best results, we recommend retaining an architect or a design professional with experience in the Design Review process.



West Redevelopment Plan Design Review Application	
Project Name (and Site Name)	Phone Number
Project Site (property owner, sign contractor, architect, business/ org, etc.)	
Check, building, or department needed for this project	
Prop. Street Name and Number and City	
Primary 128 words or less:	
Project Description	Sketch (Please attach the required drawings here and permit details)
Cost (submit a single page including the project location)	
Attachment	YES NO
Cost (submit revised fees as shown. Appeals and re-changes)	
FEE	Charged Appeal
Structure	\$50.00
Facade Enhancement	\$100.00
Sign Development	\$50.00
Signage	\$100.00
Conditions, Color, Materials	
Cost (submit color photos of the existing conditions)	
Attachment	YES NO
Design	

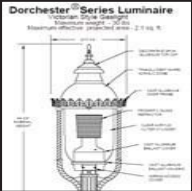
3. Submit. With your design in hand, you are now ready to file your application. **YOUR SUBMITTAL** consists of certain key components: a) a **simple map** indicating location, b) **color photos** of the site's existing conditions, c) **scaled drawings** of proposed elevations of any facade visible from a public way and demonstrating **context**, and d) **shop drawings** for any proposed fixtures, and swatches and **color chips** for all fabric and colors utilized. These items must be submitted with the enclosed **Design Review Application** and your application fee. If your application is not approved, you may choose to appeal. Appeals are referred to a 3rd party design professional that you select from an approved list. Appeals are ultimately ruled on by the Agency commissioners who meet once a month. Please be sure to budget this fact into your timeframe.



Scaled drawings of elevations



Color chips (Use PMS, or Pantone Matching System where possible)



Manufacturer cut sheet for all fixtures

Norwalk Redevelopment Agency | Design Proposal Receipt

Staff person providing this receipt **Date**

Project reference (business, building, or pertinent tenant)

Project Address (Street name and number and unit)

Project Summary (25 words or less)

Is the Submittal Complete? **YES NO**
If not, please return with the items indicated below

Map

Applicant must submit a simple map indicating the project location

Attached?	YES	NO

Owner's Permission

Not the property owner? Submit a letter of permission.

Attached?	YES	NO

Existing Conditions Color Photos

Applicant must submit color photos of the existing conditions

Attached?	YES	NO

Cost Estimate & Application

Please attach application and certified estimate from the contractor.

Attached?	YES	NO

Scale Drawings

Applicant must submit scale drawings of proposed elevations for any façade (1"=10') visible of any from a public way, and for any proposed signage (1"=4'), indicating color & material additions / changes. Drawings must also provide an understanding of the Project's context.

Attached?	YES	NO

Shop Drawings

Applicant must submit shop drawings for and/all proposed fixtures (e.g., lights, awnings) fabric swatches for any proposed awning, and PMS (Pantone Matching System) chips for proposed color scheme

Attached?	YES	NO

Fees

When submittal is complete, Applicant must remit fees as shown.
 Appeals and Dev Project fees accompany Design Review Plan

	FEE	Rec'd
Signage	\$ 50.00	
Façade Improvement	\$ 150.00	
New Development	\$\$/hr*hrs	
TOTAL		

Sign

Plan Area: WACRP, SoNo, WSRP, RP, Webster, SMCURP