

Architectural Review Application

Village of Grafton Planning and Development Department
860 Badger Circle, Grafton, WI 53024
p (262) 375-5303 f (262)375-5312
jwolff@village.grafton.wi.us



Application fee (applicable for new projects): \$50 (plus Planning Review Deposit: \$500)

REQUIRED INFORMATION:

1. Applicant/Petitioner's Name: _____
2. Premises address: _____
3. Business's name: _____

PROPERTY OWNER INFORMATION

4. Property owner's name(s): _____ Address: _____
5. Telephone number(s): _____ Fax number: _____
6. E-mail address(es): _____ (if no e-mail address, agenda and report will be mailed)

ARCHITECT/ENGINEER INFORMATION

7. Architect/engineer's name(s): _____ Address: _____
8. Telephone number(s): _____ Fax number: _____
9. E-mail address(es): _____ (if no e-mail address, agenda and report will be mailed)

Is the request in the area subject to the *Downtown Master Plan* or the *South Commercial District*?

Yes No

Requested: (check all that apply) New Addition* Replacement*

Single-Family and Two-Family Residential Submittal Requirements

Eight (8) full size copies of plans are required with submittal of this application. Additional copies may be required upon request from Village Staff. The submittal for the architectural review of single-family and two-family residential projects shall be made to the Inspection Department two weeks prior to the submittal date.

Commercial or Multi-Family (3 or more units) Residential Project Submittal Requirements

Twelve (12) copies of colored plans* at a reduced size (11" X 17") and three (3) full size copies are required with submittal of this application. Additional copies may be required upon request from Village Staff. The submittal for the architectural review of commercial and multi-family residential projects shall be made to the Planning and Development Department two weeks prior to the submittal date.

*Colored plans must include a scaled sketch of the proposed project labeling dimensions and area, colors, types of materials and date plan was drafted. A summary of existing structures that will remain on the site (including dimensions) is also required. Color and material samples are required for the review process.

After approval from the appropriate Village Committee or Staff, a building permit must be obtained from the Village Inspection Department.

Grants may be available for facade improvement projects within the Downtown area as defined and approved by the Community Development Authority. If you think you may be eligible for a grant, contact the Planning and Development Department for more information at (262) 375-5303.

REQUIRED SIGNATURE(S) FOR ALL APPLICATIONS

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

_____	_____
Property Owner's Signature	Date
_____	_____
Property Owner's Signature	Date
_____	_____
Property Owner's Signature	Date

OTHER REQUIRED APPLICABLE SIGNATURES

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

_____	_____
Applicant/Owner's Agent's Signature	Date

No item will be placed on an agenda unless all required plans are submitted and the fees paid by the submittal deadline for that month (see meeting schedule and submittal deadlines on last page of this application). Submittals are due to the Department of Planning and Development no later than 3:00 p.m. on the day of the submittal deadline. No submittal is complete until application is signed below by Planning and Development Staff.

Application fee paid on: _____	By Check No.: _____	Received by: _____
Application fee: \$ _____	Planning review deposit: \$ _____	Total fee received: \$ _____
Notes: _____		
Department of Planning and Development Staff's Signature: _____		

Architectural Review - Principles and Standards

The following principles and standards for architectural review are used by the Building Inspector, Plan Commission, and Architectural Review Board (as applicable) in the review, approval or denial of the Architectural Review Application. These are also intended to be a design aid for builders and owners to use in the preparation of architectural plans. A Building Permit shall not be issued for any single-family residence, two-family residential structure, multiple-family residential structure, or nonresidential building which does not meet the requirements of this Section. In addition, no building or remodeling of a building which is located in the area subject to the Grafton Downtown Master Plan as adopted by the Village of Grafton Plan Commission on February 23, 1999, shall be permitted unless said building or proposed remodeling complies with the downtown master plan design guidelines included in that master plan. To implement this Ordinance, the following architectural review principles and guidelines are established:

A. Residential Development (Single-Family Structures, Two-Family Structures, and Individual Lot Plans for Such Structures).

1. General. No two (2) single-family dwellings or two-family dwellings of similar front elevation or facade shall be repeated on any abutting lots or within five (5) lots on either side of the street on which the dwellings front, including lots which are directly across the street from one another. Front elevations or facades shall be deemed to be similar when there is no substantial difference in roof lines; and no substantial change in windows of either size, location or type; and either no change in the color of materials used (rather than a change in shade), or no substantial change in the kind of materials except where such buildings are part of a unified development and similar building designs are approved by a unanimous vote of the Architectural Review Board.
2. Roof Lines.
 - a. The following differences in the roof lines of single-family dwellings or two-family dwellings as seen from the front of the dwelling shall be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar:
 - (1) Changing gable roofs to hip roofs.
 - (2) Providing an intersecting gable roof on the main gable roof, if the height of the intersecting roof is at least fifty (50) percent of the height of the main roof.
 - (3) Providing an intersecting hip roof on the main hip roof, if the height of the intersecting hip roof is at least fifty (50) percent of the height of the main roof.
 - (4) Subject to review by the Building Inspector, a shed roof when used as a front porch roof for a minimum of fifty (50) percent of the entire width of the house, excluding area of the garage.
 - (5) Subject to review by the Building Inspector, a substantial difference in roof line shall be deemed to exist if the front soffit is increased significantly and is combined with columns at least six (6) inches in width or other architectural features of a similar magnitude which reach the roof line of the highest story.

- (6) Rotating gable roofs ninety (90) degrees on the building.
 - (7) On a tri-level residence or other building type that has three (3) independent major roof areas, the changing of two (2) out of three (3) roof lines shall be acceptable as a substantial change. Acknowledging certain design elements may prevent the changing of all three (3) roof lines, it is desired that the roofs with the greatest impact in the streetscape be changed.
- b. The following changes shall not be deemed sufficient to make adjacent structures dissimilar:
- (1) A gable roof atop a hip roof.
 - (2) A hip roof atop a gable roof.
 - (3) Small gable or hip projections above windows.
 - (4) Window dormers.
 - (5) Change in soffit overhang or minor variation in eave height.
 - (6) Skylight and cupola.

3. Windows.

- a. The following differences in the size, location or type of windows shall be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar:
- (1) Changing from single windows to a multiple window arrangement (ganged units).
 - (2) Changing from multiple window arrangement to single windows.
 - (3) Changing the type of windows (e.g., a casement to double hung).
 - (4) Providing a bay or bow window in the area of the predominant window.
- b. The following change shall not be deemed sufficient to constitute a substantial change in windows:
- (1) The addition or subtraction of muntin bars (dividing lights).
- c. Where, because of its size, location or design, one window is the predominant window on the front elevation or face, if the size, location or type of that window is changed to render the dwelling dissimilar, then no other window need be changed.

4. Construction Material or Color.

- a. The following differences in construction material between adjacent single-family dwellings or two-family dwellings as seen from the front of the dwellings shall be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar.
- (1) Four (4) inch exposure horizontal siding.
 - (2) Eight (8) inch exposure horizontal siding.
 - (3) Brick facing.
 - (4) Stone facing.

(5) Stucco/stucco to board and trim.

(6) When materials are changed, the change must occur throughout the front facade or elevation for a minimum of one (1) story in height.

b. Color change shall be made by significant changes in adjacent colors. The change must be one of color rather than merely of the shade.

B. Nonresidential Development and Multiple-Family Structures.

1. **Building Scale and Mass.** The size and mass of buildings and structures in relation to open spaces, windows, door openings, porches, balconies, etc. shall be visually compatible with the buildings, public ways, and places to which they are visually related. The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.
2. **Building Facade and Appurtenance Continuity.** Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.
3. **Building Height, Rooflines, and Roof Shapes.** The height of the proposed buildings and structures shall be visually compatible with adjacent buildings and do not exceed the zoning district height requirements for both principal and accessory structures. The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.
4. **Building Design Proportions.** The following shall be used as guidelines for evaluating building design proportions:
 - a. **Proportion of Front Facade.** The relationship of the width to the height of the front elevation shall be visually compatible with buildings, public ways, and places to which it is visually related.
 - b. **Proportion of Openings.** The relationship of the width to height of windows shall be visually compatible with buildings, public ways, and places to which the building is visually related.
 - c. **Rhythm of Solids to Voids in Front Facades.** The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings, public ways, and places to which it is visually related.
 - d. **Rhythm of Spacing and Buildings on Streets.** The relationship of building or structure to the open space between it and adjoining buildings or structures shall be visually compatible with the buildings, public ways, and places to which it is visually related.
 - e. **Rhythm of Entrance, Porch, and Other Projections.** The relationship of entrances and other projections to sidewalks shall be visually compatible with the buildings, public ways, and places to which it is visually related.
5. **Directional Expression and Emphasis of Building Elevations.** A building shall be visually compatible with the buildings, public ways, and places to which it is

visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.

6. **Materials.** Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material that is aesthetically incompatible with other building facades in the area or which presents an unattractive appearance to the public and surrounding properties.
7. **Colors.** Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, color shall be selected in general harmony with the existing area or neighborhood buildings.
8. **Design Repetition.** A building design may not be repeated within four lots of an existing building. This shall apply to all buildings, whether or not they are constructed by the same builder except where such buildings are part of a unified development and similar building designs are approved by a unanimous vote of the Architectural Review Board.
9. **Story Distinctions.** The first story of the building should be distinguished from the second story by means of a horizontal lintel, second floor overhang or setback, or similar detail.
10. **Elevations of Buildings Facing the Public Streets on a Corner Lot.** Buildings on corner lots shall continue the major front elevation design elements around the corner elevation.
11. **Building Elevations Clad with a Singular Exterior Surface Material.** Building elevations clad with a singular exterior surface material shall provide some additional architectural design element(s) to break up the plane of the wall. This may be done by the addition of window(s), gable end wall treatments, siding design and accent panels, or other architectural design treatments consistent with the principal building design.
12. **Foundations Below Overhanging Bays.** Buildings shall be designed with foundations below all bays that overhang the building foundation. The Architectural Review Board will allow the construction of bay windows, projections of floors above the first floor, if they are a minimum of twelve (12) inches above grade.
13. **Enclosure of Metal Furnace Vents.** All chimney and fireplace vents shall be enclosed in a chase constructed of materials similar to those materials used on the building elevations; metal housings designed by the vent manufacturer to enclose the chimney vents are acceptable.
14. **Heating, Ventilating, and Air-Conditioning Equipment (Building Mounted).** All building-mounted heating, ventilating, and air-conditioning equipment or changes to existing heating, ventilating, and/or air-conditioning equipment shall be designed so as to be integral with the building architecture and screened from view from public rights-of-way.
15. **Garages and Loading Docks.** Garages and loading docks shall be designed as integral elements to the building and site, and shall not be the dominant visual element from public rights-of-way. All loading docks shall be completely screened from view from public rights-of-way.

16. Design Standards in Comprehensive Plan. The Architectural Review Board shall refer to the Village's Comprehensive Plan or components thereof for building design recommendations for specific neighborhoods, districts, or building types. No building or remodeling of a building which is located in the area subject to the Grafton Downtown Master Plan, as adopted by the Village of Grafton Plan Commission on February 23, 1999, shall be permitted unless said building or proposed remodeling complies with the design guidelines included within that master plan. This provision shall also apply to the location, installation, relocation, reconstruction, extension, enlargement, conversion, or structural alteration of exterior signage in the area subject to said Master Plan. (Ordinance No. 008, Series 2001, Part 22; Ordinance No. 041, Series 2000, Part 4)
17. Design Standards for Retail and Commercial Service Buildings Over 20,000 Gross Square Feet in Area. All commercial service buildings over twenty thousand (20,000) gross square feet in area shall meet the additional design requirements set forth in Section 19.03.0703(P).

SECTION 19.06.0403 APPLICATIONS FOR ARCHITECTURAL REVIEW

Architectural Review Applications including Architectural Plans and related data and materials shall be submitted to the Building Inspector who shall transmit all Architectural Review Applications and their accompanying data and materials to the Architectural Review Board for its review and action. Per the requirements of Division 10.06.0100 and Section 19.06.0404 (C)(2), Architectural Plans shall also be submitted to the Village Clerk as one component of the Site Plan Review Application. (Ordinance No. 041, Series 2000, Part 5).

The following types of projects shall be subject to Architectural Review: all new buildings (with the exception of small accessory structures, unless the Zoning Administrator requests a determination from the Architectural Review Board); additions to or alterations of buildings that significantly alter the original design. (for example, second floor additions to ranch style houses and two-story additions attached to one-story buildings.); major changes in façade or roof colors of all buildings (except single family and two family residences); and all proposed major and minor exterior remodeling and renovation projects located in the area subject to the Grafton Downtown Master Plan as adopted by the Village of Grafton Plan Commission on February 23, 1999, including all new, relocated, reconstructed, extended, enlarged, converted, or structurally altered exterior signage. Architectural Plan(s) submitted with Architectural Review Applications and Site Plan Review Applications, where required, shall include the following: (Ordinance No. 008, Series 2001, Part 23; Ordinance No. 041, Series 2000, Part 5).

A. Required Application Submittal Materials. Architectural plans, exterior elevations of the existing and/or proposed structure, proposed floor grades, and perspective drawings and sketches illustrating the design and character of all proposed structures. A color building elevation or perspective rendering of the exterior of the proposed building(s) shall be required for all nonresidential and multiple-family dwelling structures. Said elevations and perspective drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all details drawn on each elevation and are to be completely delineated with all material notations indicated for each elevation. Plans drawn with partial building details indicated will be returned to the Architectural Review Applicant for redrafting. Redline drawings will only be accepted for minor detail changes; major changes will require redrafting of the building elevations. Six (6) full size copies of said Architectural Plans shall be submitted for Architectural Review Board consideration.

In addition to the full-size drawings required above, one (1) copy of each such drawing submitted shall also be submitted as an 11" x 17" black and white reduction. For projects also requiring Site Plan Review, the number of required copies for Plan Commission consideration shall be as specified in Section 19.06.0103. The following data, information, and materials are to be included: (Ordinance No. 041, Series 2000, Part 5)

1. Owner/Developer. Owner's and/or developer's name and address noted.
 2. Architect/Engineer. Architect's and/or engineer's name and address noted.
 3. Date. Date of submittal of plans.
 4. Scale. Scale of drawings noted on each drawing. All drawings prepared for single-family and two-family dwelling units shall be prepared at a scale of one-quarter (1/4) inch equal one (1) foot.
 5. Building Type, Size, and Location. The type, size, and location of all structures with all building dimensions shown.
 6. Height. The height of building(s).
 7. Draft Plot Plan Required. With the Architectural Review Board application, a draft plot plan or survey indicating building location drawn to a recognized engineering scale, with the name of the project noted and north arrow shown, and the relationship of the building to all existing and Village approved buildings on the same lot, all adjacent lots, and all lots directly across a public street. (Ordinance No. 041, Series 2000, Part 5).
 8. Exterior Materials Samples to be Provided. In the case of multiple-family residential buildings and nonresidential buildings, samples of exterior materials and their colors.
 9. Additional Information May be Required. Additional information and data that may be required by the Building Inspector or Architectural Review Board or Plan Commission (as applicable) may include, but not be limited to, the following upon request: (Ordinance No. 041, Series 2000, Part 5)
 - a. Photographs from the site of adjacent neighboring structures and/or property.
 - b. Detailed drawings of decorative elements of the building(s) or structure(s).
- c. Sectional building or site drawings drawn to a recognized engineering scale. (Ordinance No. 041, Series 2000, Part 5)