

## **30% Design Process Steps – DPW Construction Projects**

Note: SLAM Collaborative has a fully executed and funded contract to undertake the complete 30% design. It can take anywhere from fifteen (15) – twenty-three (23) months to complete this process. All meetings that are part of this process are Public and posted.

### **Rink Committee Input**

1. Committee is responsible for establishing project parameters, site placement, building requirements. They also must relay those decisions to the contracted architectural firm so they can develop a site plan, floor plans and elevations.

Time Duration – The time needed to complete this step is determined by the project’s complexity, the Committee’s ability to make decisions and the architects response time in developing drawings for review. Historically this step has taken anywhere from three (3) to five (5) months.

2. Once the Committee has approved the site plan, floor plans and elevations, the architect will begin to gather the required information to complete the applications for Inlands/Wetlands, Municipal Improvement and Preliminary Site Plan applications. Note: This step must be well underway prior to starting the next step.

Time Duration – This step can take up to two (2) to three (3) months for the architect to complete.

### **Land Use Process**

3. **P&Z Pre-Application** – With the Committee’s site plan, floor plans and elevations from the step above and without any further engineering, a pre-application will be submitted to the Planning & Zoning for their review. This process will allow the P&Z Commission a “first look” at what is being planned and to hear comments from both the Town Building Team and the public. This is a non-binding review and is an open discussion to work out any potential issues. This step could take up to two (2) months.
4. **Board of Selectman** – A request for Municipal Improvement Status is presented to the Board of Selectmen at a regularly scheduled meeting. This is submitted by DPW and a written outline of the project is presented along with site, floor plans and elevations.

Time Duration – The Board of Selectmen typically hear the request at one meeting and then vote on moving the M.I. request at the next meeting. This step could take up to two (2) months depending on how many Board of Selectman meetings are scheduled for the month.

5. **Inland/Wetlands Application** – An IWWA pre-submittal questionnaire is completed for staff review. If the staff determines from the pre-submittal information that no wetlands are affected, the project is approved to move forward. However, if it is determined that the project needs to appear before the IWWA Commission, a full application has to be submitted. This typically includes the project narrative, site & landscaping plan, current pictures of site and evidence of compliance with the Town drainage manual. The application package must be submitted 30 days prior to the selected meeting. This application process requires that the Town notify both the abutting property

owners (including those across the street from the site) by certified mail of the meeting and the State of Connecticut Department of Health. The IWWA Commission provides comments/suggestions and direction concerning the project that will be adapted to the architects' plan.

Time Duration - This step can take up to one (1) to two (2) months to complete.

6. **Planning & Zoning – Municipal Improvement** – Upon approval by the Board of Selectman to move the M.I. Status forward, P&Z is notified to expect an application for M.I. to be made on the project's behalf. To get on the P&Z agenda, the application requires all supporting documentation be submitted 30 days prior to the selected meeting. Hence the need to have the architect working on the application prior to receiving Board of Selectman approval.

Municipal Improvement requires that there is enough planning information, such as a project narrative, site plan and supporting data to allow the Commission to make an informed decision.

7. **Planning & Zoning – Preliminary Site Plan Approval** - Since the architect must create floor plans and elevations of the project to gather enough planning data in support of IWWA and M.I. applications, all the information required for submittal of the Preliminary Site Plan application is basically complete and DPW has found it to be expedient to submit both the applications for Municipal Improvement and Preliminary Site Plan at the same time.

The application process requires that the Town notify the abutting property owners (including those across the street from the site) by certified mail of the meeting.

Stormwater Management Plan is part of the submittal of both the IWWA and Preliminary Site plan applications, it is extremely important that the architectural team has a good handle on the stormwater design, especially when it involves the design of a large building. Complying with the regulations could require utilization of the open space surrounding the building to process stormwater. While there are several engineering techniques that can be applied to meet regulations, the stormwater design needs to be presented by the architectural team early so that the various Commissions and Committees are aware of the architects' intentions and do not direct any suggestions that will compromise that design.

The P&Z Commission can suggest or recommend changes and then defer to the Architectural Review Committee.

Time Duration – Municipal Improvement & Preliminary Site Plan Approval - Typically this step takes two (2) months. The Planning & Zoning Commission will review the applications, ask questions and take public comment at the first meeting and then set it aside and take up the applications again the following month.

8. **Architectural Review Committee, ARC** – Upon approval of the M.I. and Preliminary Site Plan, the P&Z Commission defers the project to ARC. This Committee primarily reviews the exterior architecture of the proposed project along with the landscaping and the projects relationship with the environment.

An application is filed to the ARC along with the preliminary site plan, landscaping, floor plans and elevations etc., to allow them to review and comment. This application is submitted 30 days prior to the selected meeting.

Time Duration – For a major project, ARC approval could take several meetings. They meet once a month and in between meetings, the architectural team processes, incorporates or develops alternatives to ARC comments and or suggestions into the design. Historically this step has taken three to four (3-4) months depending the application timing.

9. **Planning & Zoning – Final Site Plan Approval** – Once ARC approval is gained, the architectural team ensures that all items listed in the P&Z decision letter for Preliminary Site Plan, IWWA, ARC directives plus all supporting reviews by the various town departments, Highway, Sewer, Engineering, Tree Warden, etc., are incorporated into all supporting documentation and plans. Then, the revised site, landscaping and additional civic engineering drawings, along with revised floor plans and elevations are resubmitted along with an application for Final Site Plan Approval.

The application process requires that the Town notifies of both the abutting property owners (including those across the street from the site) by certified mail of the meeting.

Time Duration - All supporting documentation must be submitted 30 days prior to the selected meeting. Planning & Zoning typically renders a decision with only one (1) meeting required.

With the approval of the final site plan, the 30% design process is completed. No further review by any Town land use agency is required other than filing for the actual Building Permit to construct.

In order to complete the remaining 70% of the design, which will include the construction drawings and specifications for bidding, the architectural team must be funded the balance of their total fee by a Town appropriation.