



# Town of Bolton

Town Hall, 663 Main Street, Bolton, MA 01740  
Phone 978-779-3308 Fax 978-779-5461

## **Design Review Board (DRB) Rules and Regulations**

1. In considering application for permits, the DRB shall use the design review criteria appearing in the Code of the Town of Bolton § 250-23G.
2. The following Boards will consider design review guidelines:
  - a. Zoning Board of Appeals (ZBA) under § 250-8 will consider design review guidelines for special permits and variances for business or industrial uses;
  - b. Planning Board will consider design review guidelines for all developments of industrial, business and mixed use properties subject to special permit; and
  - c. Board of Selectmen under § 250-23F Site plan approval process will consider design review guidelines.
3. The Planning Board, ZBA and Board of Selectmen will determine which applications require review by the DRB. Applicants will first meet with the permitting board to determine if an applicant needs to go before the DRB.
4. The application for DRB review shall be made to the Town Planner. The Town will transmit the application, together with the supporting material to the DRB for its review then vote on a motion to continue, approve, approve with conditions or deny. The Applicant must be present unless mutually agreed upon otherwise. The DRB shall act within 60 days from the date the applicant files a completed application with the DRB. If more time is needed for a review an extension of time can be mutually agreed upon in order to provide additional information and/or if more discussion is required. The DRB will be sensitive to the review process of the other boards.
5. A majority of members of the DRB constitutes a quorum. The DRB shall act on an application by voting on a motion to continue, approve, approve with conditions or a motion to deny. The DRB only has advisory powers and will submit a written report to the Planning Board, ZBA and/or Board of Selectmen.
6. The Applicant may integrate the recommendations set forth in the DRB's written report into the project design and final plans shall be resubmitted to the DRB. The DRB will then issue a final recommendation, either written or verbal, to the permitting board. A joint meeting between the permitting board and the DRB will be conducted to collectively review design revisions.

The Planning Board adopted on April 28, 2021 these rules & regulations.

Initial:

Date:

Revision:



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## Design Review Board (DRB) Application

Return to: Design Review Board  
663 Main Street  
Bolton MA 01740  
(989)779-3308

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Zoning District:** Limited Business { } Business { } Industrial { } PENC { }

**Type of Project:** New construction ( ) Expansion ( ) Major Renovation\* ( )

Summarize project (use additional sheet if necessary):

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**Type of Application submitted:** Planning Board Special Permit ( ) Board of Selectmen Site Plan Review ( )  
ZBA Variance ( ) ZBA Special Permit ( )

**Building Setbacks:** Frontage: \_\_\_\_ Side Set Backs Right \_\_\_\_ Left \_\_\_\_ Rear Set backs \_\_\_\_

**Wetlands Setback** (where applicable): \_\_\_\_\_

**Describe Materials Used:**

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**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Applicable when renovation costs are 50% or more of assessed building value.

Required Drawings:

1. Building Site Plan at 1"=10'-0" or 1"=20'-0", which must include all property lines with setbacks dimensioned, right of ways, wetland boundaries and setbacks dimensioned, building footprint/s with total footprint square footage and total heated space square footage, all new driveways and roadways with widths and necks dimensioned, parking plan with total number of parking spaces, all fences delineated and labeled, all proposed landscaping (plant lists not required), buffers to residential areas, lighting, signage location, size and description, all exterior mechanical equipment, and define any service areas. Please also note any historical resources either on the property or on adjacent properties.
2. Building Plan/s at 1/8"=1'-0" or larger.
3. Building Elevations at 1/8"=1'-0" or larger, with materials specified.
4. Site perspectives if available.

Application Fee: \$100

Please submit four (4) sets of paper copies to the Bolton Town Planner at the address listed above and electronically at [townplanner@townofbolton.com](mailto:townplanner@townofbolton.com). The Applicant will be notified by the Town Planner when a meeting of the DRB is scheduled to review their application.