



## ARCHITECTURAL REVIEW APPLICATION

All projects resulting in new construction require Planning Commission review and approval of all architectural designs/styles, including the proposed signage, the conceptual **landscaping**, the **exterior lighting fixtures**, all **perimeter walls or fences**, and all proposed **colors and materials**.

### APPLICATION FEE

\$1,000.00 Planning Review Initial Deposit (#2105)

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

### FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

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## **PART A: SUBMITTAL CHECKLIST**

1. Ten (10) packets (**NO LARGER THAN 11” X17”**) that include the following exhibits:
  - A. A site plan that identifies all building footprints, architectural styles, and color schemes for each lot. Show locations of all accessory structures, walls or fences, light standards, and landscaped areas, identifying all plant materials and quantities.
  - B. Fully dimensioned building elevations for each architectural design/style, showing all four sides, complete floor plans, and indicate the proposed building composite materials, colors and finishes. Include a roof plan showing the dimensions of all roof-top mechanical equipment (if applicable).
  - C. Fully dimensioned signage elevations for all wall, roof, freestanding or monument signs, including proposed colors and construction materials.
  - D. Details of the proposed luminaires for all exterior lighting fixtures (if applicable).
2. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
3. One (1) materials and colors sample board. Use manufacturers’ samples for all color chips, roofs materials, stone work, glass, awnings, etc.
4. One (1) colored rendering showing each architectural design/style or proposed sign.
5. One (1) written explanation of each architectural design/style describing how it complies with any applicable design guidelines and how it “fits” into the existing neighborhood.
6. Digital (PDF) version of architectural plans

**PLEASE NOTE:** Do not placed plastic or cardboard covers on the packets described in Item 1. Item 2 and 4 should be submitted in a larger-scale format that is suitable for display at the public hearing, **OR** they can be projected as a Power Point display from the applicant’s laptop computer, which would be preferable, if this technology is available.

**PART B: PLANNING APPLICATION FORM**

**PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION** to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

APPLICATION TYPE: \_\_\_\_\_

[List all Land Use Application types that are proposed as part of your project, i.e. "Architectural Review, Land Use Compliance Review, Minor Variance, Condition Compliance, Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

**A. APPLICANT INFORMATION**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B. PROJECT INFORMATION**

Original Case No. \_\_\_\_\_  
Project Description \_\_\_\_\_  
Project Address/Location \_\_\_\_\_  
Approval Date \_\_\_\_\_  
Assessor's Parcel Number(S) \_\_\_\_\_  
Present Zoning/Land Designation \_\_\_\_\_  
Existing Overlay Zones (If Applicable) \_\_\_\_\_  
Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_