

Architectural Design & Site Plan Review Application



Narrative: The applicant will submit a formal letter describing the project proposal in length and detail. Applicant is encouraged to cover a broad range of topics including; operation of the project, intended development schedule, metrics of similar projects, profiles of the senior design and development team, and any other topic which will assist staff in developing a narrative for entitlement. Applicant should assume that the letter will be included in submitted materials to the Planning Commission.

The street address (if there is no street address indicate Block No.) is: _____

The Legal Description (As shown on Deed, Official County Records, or Title Report) is: _____

Assessors Parcel Number: _____ Property Zoning Designation _____

Is the site on the Cortese List? Yes No

A. DELIVERABLE STAGES

1. **Application** - Completed application for Architectural Design and Site Plan Review (this form), narrative letter, two (2) signed indemnity agreements, five full sized copies of the site plan, elevations, conceptual landscape plans, one 11x17 colorized elevations.

2. **Fees** - Development type + Surcharges+ Environmental

3. **Planning Commission** – Digital copies (jpeg or pdf) of full sized Site Plans, Colorized Elevations, and Conceptual Landscape Plans. If the Department anticipates a large public attendance, foam boards of the Site Plan, Colorized Elevations, and Conceptual Landscaping Plans may be encouraged.

B. FEES (Only one will apply)

Change in Use/Remodel (ministerial)	\$491.00
Change in Use/Remodel (discretionary)	\$1,877.00
Architectural Review Only	\$2,257.00
Multi-Family Residential	\$4,732.00
Commercial Development	\$5,066.00
Industrial Development	\$4,665.00
Minor change by Director (substantial conformance)	\$1,525.00

Include the following surcharges to the application fee

Technology Surcharge	6% of Application Fee	\$ _____
Long Range Planning Surcharge	7.5% of Application Fee	\$ _____

Include the following fee once notice is given

Environmental (CEQA)	To be determined by staff after application is received
Total	\$ _____

Applicant _____

Email _____

Address _____

Phone _____

City _____ State _____ Zip _____

Record Owner _____

Email _____

Address _____

Phone _____

City _____ State _____ Zip _____

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (we), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant's signature

Property owner's signature

Applicant's printed name

Property owner's printed name

Date

Date

Planning Submittal Design Checklist



General Information Items

North Arrow
Map Scale
Assessor Parcel Number
Address of Parcel (If available)
Legal Description
Owner's Information
Date of Drawing
Building Use (Current Occupancy and Proposed Occupancy)
Current Zoning
General Plan Designation
Building Construction Type
Site Area Square Foot
Parking Calculations (Spaces Required and Provided)
Accessible Parking Calculations (Spaces Required and Provided)
Bicycle Parking Calculations (Spaces Required and Provided)
Building Area (In Square Feet or Acres)
Landscape Area (In Square Feet or Acres)
For Multi-Tenant Residential, Hotel, and Motel Developments: Construction Total
Number of Rooms
Building Phases If Any (Total square feet and building in each phase)

Measurement Elements

Front, back, and side setback measurements
Driveway Widths
Parking Space Dimensions
Circulation Aisle Dimensions
Building Dimensions (Existing and Proposed)
Distance Between Proposed and Existing Buildings
Square Footage of Landscape Areas

Building Elevation Elements

Downspouts & Drain Pipes
Signage
Mechanical Equipment Screening
North, South, East, and West Side Elevations
Heights of Roof Frame at Every Break in Horizontal Articulation
Color Rendering of Site from Each Side with an Unobstructed Public View
Lighting
Location of Signage
Colors and Materials Identified

Map Elements

Differentiate Between Existing and Proposed Structures
Property Lines
Sidewalks
Landscape Areas
Bike Parking Locations
Automobile and Pedestrian Traffic Markings on Pavement
All Paved Surfaces (Walkways, Driveways, Etc.)
Handicap Parking Spaces
Trash Enclosures
Hydrant Locations (Both Old and New)
Lighting Locations
Screens and Walls (With Description)
Centerlines of Public Roads
Street Names
Easements (Labeled with Dimensions)
Directional Arrows for Drive Approaches
Disability Ramps with Dimensions
Electrical Equipment
Natural Features-Including but not limited to Creeks, Streams, Ponds, Reservoirs, Cliffs, and Slopes greater than 10%
Shopping Cart Drop off Locations
Loading Zones

Conceptual Landscape Elements

Refer to the City's Landscape Design Guidelines and Checklist

Design Guidelines: <http://www.liveuptehachapi.com/documentcenter/view/3331>

Checklist: <http://www.liveuptehachapi.com/documentcenter/view/3332>