

# 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)**

<b>Change in Use</b>	<b>\$1,156.00</b>
<b>Remodel</b>	<b>\$899.00</b>
<b>Multi-Family Residential</b>	<b>\$5,371.00</b>
<b>Commercial</b>	<b>\$5,371.00</b>
<b>Industrial</b>	<b>\$4,843.00</b>

Include the following surcharges to the application fee

<b>Technology Surcharge</b>	<b>6% of Application Fee</b>
<b>Long Range Planning Surcharge</b>	<b>7.5% of Application Fee</b>

Include the following fee once notice is given

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

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



\*\*This checklist serves to guide Architectural Design and Site Plan Review Applicants towards submitting plans that contain required information sought by the Tehachapi Planning Department when analyzing a project. Submission of this page, completed, is not required as a part of the Architectural Design & Site Plan Review, but is encouraged.\*\*

## 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/3731>