

# 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.

Project Name: \_\_\_\_\_

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

Assessor Parcel Number: \_\_\_\_\_ Property Zoning Designation: \_\_\_\_\_

**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>