



CITY OF SANTA MONICA – CITY PLANNING DIVISION  
ARCHITECTURAL REVIEW BOARD APPLICATION

Building Design, Colors, Materials, and Landscape Plans

This part to be completed by City staff

ARB No.: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_  
Check No.: \_\_\_\_\_

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions completing this application you may call City Planning at (310) 458-8341.

GENERAL INFORMATION

PROJECT ADDRESS: \_\_\_\_\_

APPLICANT (Note: All correspondences will be sent to the contact person if different)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

CONTACT PERSON (if different from Applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_

PROPERTY OWNER (Not tenant or business owner)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

APPLICATION TYPE

- Administrative/Staff Design Approval (see p. 2)       Building Design (see p. 3 & 4)       Landscape Plans (see p. 5)

\* Applications for new signage require a separate ARB Sign Application, which may be combined with this app.

DETAILED PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant or applicant's representative (contact person) to make decisions that may affect my property as it pertains to this application.

\_\_\_\_\_  
Property Owner's Name (PRINT)

\_\_\_\_\_  
Property Owner's Signature / Date

NOTES TO APPLICANT

A cursory review of district development standards for multi-family projects located in the R2, R3, or R4 Districts will occur during the ARB process. Applicants are responsible for ensuring full code compliance with all applicable regulations prior to submitting an ARB application. If the cursory review results in non-compliance with setback, height, parcel coverage, or parking requirements, the applicant will be notified, and the project will not proceed to the ARB until resolved.

Any significant changes to the design subsequent to the ARB approval will require additional approval by the ARB.

Complete all applicable sections and submit all required materials. Incomplete applications will not be accepted.

A detailed project description is required.

The applicant, representative, or legal owner familiar with the project must be present at the ARB meeting.

**PREVIOUS PLANNING ENTITLEMENTS** (*List all applicable applications*)  
 (AA, AD, CUP, DCP, DR, VAR, TM, UP, ZC, etc...)

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**NEIGHBORHOOD NOTIFICATION**

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**SUBMITTAL REQUIREMENTS – ADMINISTRATIVE APPROVAL**

- COMPLETED APPLICATION AND PAYMENT OF FEE**
- THREE SETS OF APPLICATION MATERIALS. EACH SET MUST INCLUDE THE FOLLOWING:**
  - **Architectural Plans** (Plans shall be no smaller than 8.5" x 11" and no larger than 24" x 36", folded so not to exceed 11" x 14." Scale should be 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal).
    - **Site Plan** (Show and label lot dimensions, the location of existing/proposed buildings, setback information, label public right of ways, street trees, provide a parking layout, show the location of trash and mechanical enclosures, and perimeter fences/walls. Site plans must include the location, use and general dimensions of adjacent structures, as applicable. Include other information as appropriate.)
    - **Elevations** (Complete elevation drawings of proposed building(s) and any existing buildings to remain onsite are required. Show outline of structures on adjacent properties. **All exterior materials and colors must be identified and keyed on the elevation plan and matched to the material board.** Include information on façade finishes, windows, window frames, trim, doors, railings, decking material, pavers, architectural elements, roofing material, mechanical screening, trash enclosures, as applicable.)
    - **For Landscape Plans** (Show all information specified on page 5 of this application)
  - **Labeled and Mounted Color Photographs** (Show subject and adjacent properties including properties located across and alley or street mounted on an 8½" x 11" stock paper or color copied.)
- EPWM APPROVAL** (Approval from the Environmental Public Works Management division is required if any portion of the project extends over the right-of-way.)
- COLOR / MATERIAL SAMPLES** (Please provide color material samples of all proposed exterior materials and colors. If material samples are unavailable, product brochures, specification sheets, or color photos are acceptable.)

<i>This part completed by City staff – Staff Approval</i>	
Applicable Resolution and Section No.: _____	
Is the Project Site Listed on the City's Historic Resources Inventory ( <i>if yes, further staff analysis is required</i> ): _____	
Planner: _____	Date Approved: _____

**NOTES TO APPLICANT**

*All applicable administrative and discretionary entitlements must be received prior to submitting for ARB review. ARB approval is required prior to submitting for plan check review.*

*All applicants are encouraged to contact and describe the subject application to adjacent property owners, tenants, and applicable neighborhood groups, prior to submittal. A list of neighborhood groups is available at the City Planning Division Public Counter and on the City's website.*

*The Architectural Review Board typically meets on the first and third Mondays in each month. Contact your Project Manager to confirm the actual hearing date for your project.*

*A decision on a project is rendered at the hearing. An applicant may request a continuance to redesign a project based on feedback received at the hearing.*

*Continued projects are not automatically rescheduled. Contact your Project Manager to reschedule your project for ARB review.*

*All decisions by the ARB are subject to a 10-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appeal projects will be scheduled for a hearing before the City's Planning Commission.*

**SUBMITTAL REQUIREMENTS – BOARD REVIEW**

- COMPLETED APPLICATION AND PAYMENT OF FEE**
- TEN (10) COLLATED SETS OF APPLICATION MATERIALS** (Secure each set with paper clips, binder clips or rubber bands). **EACH SET MUST INCLUDE THE FOLLOWING:**
  - **Architectural Plans** (Plans shall be one-half size, e.g. 11" x 17" or 18" x 24". **In addition, one (1) full size sets of architectural plans are required.** Scale 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal.)
    - **Site Plan** (Show and label lot dimensions, the location of existing/proposed buildings, setback information, label public right of ways, street trees, provide a parking layout, show the location of trash, ck-valves and mechanical enclosures, perimeter fences/walls and the location and use of adjacent structures. Include other information as appropriate).
    - **Dimensioned Floor Plans**
    - **Roof Plan** (include equipment screen detail for all roof equipment)
    - **Elevations** (Complete elevation drawings of proposed building(s) and any existing buildings to remain onsite are required. **All exterior materials and colors must be identified and keyed on the elevation plan and matched to the material board.** Include information on façade finishes, windows, window frames, trim, doors, railings, decking material, pavers, architectural elements, roofing material, mechanical screening, trash enclosures.)
    - **Neighborhood Profile** (Show the proposed development in context and to scale with other improvements in the general vicinity. At a minimum the drawing must show the full height, scale and articulation of each structure immediately adjacent to the property).
    - **Section Drawings**
    - **Location and Screening of Mechanical Equipment,** (all exterior equipment, meters, backflow ck-valves, ducting, conduit or pipes).
  - **Conceptual Lighting Plans** (Include specification sheets on proposed exterior lighting fixtures)
  - **Colored Elevation Drawings** (Include each elevation)
  - **Labeled and Mounted Color Photographs** (Show subject and adjacent properties including properties located across the alley and street, mounted on an 8½" x 11" stock paper.)
- PHOTO MONTAGE / PROJECT RENDERING** (For new development projects, provide a color photo montage including photos of all properties on both sides of the street within the subject city block, with a scaled simulated image of the proposed project inserted. Because the photo montage will assist decision makers in evaluating the project for neighborhood compatibility, it must be produced to scale. The minimum size of the montage should be 11" x 17". A minimum 8" x 11" rendering of the street front elevation in context with adjacent properties, showing building design, colors and materials and mature (2 year old) landscaping is also required for new development projects.
- COLOR / MATERIAL BOARD** (A durable material board no greater in size than 8 ½" x 14" shall be submitted and must include physical samples of all exterior material used in the project. Additional boards may be submitted as necessary. Where physical samples are not feasible, detailed photographs and/or brochures (glossy-true color) may be submitted. Include catalogue cut sheets of doors and windows on board or provide separately. All materials and colors must be labeled and keyed to the elevation drawings. Material boards will be retained by the City and discarded after final inspection approval.)
- EPWM APPROVAL** (Stamped approval from the Environmental Public Works Management division is required if any portion of the project extends over the right-of-way. Clearly label the plan set that has the EPWM approval.)
- ANTENNA AND ANTENNA EQUIPMENT SCREENING** (In addition to the required materials mentioned above, please provide **photo simulations from multiple angles** of the proposed antenna and antenna-related equipment and screening.)
- PROJECTS LOCATED IN THE OCEAN PARK DISTRICT** (Provide a brief description on a separate sheet of paper detailing the project's compliance with the Ocean Park Neighborhood Development Guide including compliance with one of the three architectural styles established in the Guide: Craftsman, Mediterranean, or International style architecture.)
  - \* *Projects located in the Ocean Park District will be evaluated for compliance with the Ocean Park Neighborhood Development Guide. The Guide sets forth specific information related to architectural styles, pedestrian-orientation, and building siting. The Guide is available for review and purchase at the City Planning Division Public Counter.*

**NOTES TO APPLICANT**

*ARB review is required for all new construction and additions to existing structures throughout the City, except in the R1 district & some single-family homes. Some development standards in the R1 District may be modified by the ARB.*

*As applicable, the ARB will review a project's overall design, including, but not limited to exterior building materials and colors, pedestrian-orientation, compatibility with adjacent improvements, landscaping, signage, location of trash enclosures, mechanical equipment, etc...*

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**BUILDING DESIGN PROJECTS REQUIRE PROOF OF SITE POSTING (See Page 6)**

**ALL PROJECTS OVER 15,000 SQUARE FEET ALSO REQUIRE A PERSPECTIVE DRAWING AND MASSING MODEL**

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*Projects located in the Bayside Commercial District will be evaluated for compliance with the Bayside District Specific Plan.*

*All applicants are encouraged to read the Architectural Review Design Guidelines. The Guidelines are intended to help applicants better understand the methods and procedures for architectural review. The Guidelines are available for review and purchase at the City Planning Division Public Counter.*

**SUPPLEMENTAL INFORMATION – BUILDING DESIGN REVIEW**

**PROPOSED EXTERIOR COLORS AND MATERIALS**

Complete the following table. Be as descriptive as possible and attach additional sheets if necessary. If an item is not applicable, write N/A, or No Change. ***This information will be forwarded to the ARB members in their packets. It must be thorough and legible.***

**BUILDING DESIGN REVIEW SUBMITTAL SUPPLEMENTAL INFORMATION**

	<b>Material</b> (Include <u>all</u> exterior building material)	<b>Texture / Finish</b> (Be specific)	<b>Color / Transparency</b> (Be specific)
<b>Façade</b> (each elevation)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Windows</b> (Include frame, trim & glass)	1. 2. 3.	1. 2. 3.	1. 2. 3.
<b>Doors</b> (Include frame, trim, glass & garage door)	1. 2. 3.	1. 2. 3.	1. 2. 3.
<b>Mechanical Screening / Enclosure</b>			
<b>Refuse Screening / Enclosure</b>			
<b>Roof Material</b>	1. 2.	1. 2.	1. 2.
<b>Balcony Guardrails</b>	1. 2.	1. 2.	1. 2.
<b>Conceptual Lighting Plan</b>	1. 2.	1. 2.	1. 2.
<b>Trellis / Awning / Canopy</b>	1. 2.	1. 2.	1. 2.
<b>Perimeter Walls and Fences</b>	1. 2.	1. 2.	1. 2.
<b>Other:</b>	1. 2.	1. 2.	1. 2.
<b>Building Design- Architectural Concept</b>	<i>Describe the formal architectural concept, focusing on the main form-generating ideas governing the project's design.</i>		

**SUBMITTAL REQUIREMENTS – LANDSCAPE PLAN REVIEW**

**NOTES TO APPLICANT**

- COMPLETED APPLICATION AND PAYMENT OF FEE
- TEN (10) COLLATED SETS OF APPLICATION MATERIALS, plus two full size sets of landscape plans (11 plans total) are required. COLATE WITH OTHER PLANS AS SETS (i.e. WITH ARCHITECTURAL, SIGN PLANS, PHOTOS, etc.).** Secure each set with paper clips, binder clips or rubber bands. **EACH SET MUST INCLUDE THE FOLLOWING:**
  - **Landscape Plans** (Plans shall be one-half size, e.g. 11" x 17" or 18" x 24" size. **In addition, two (2) full size sets of landscape plans are required.** Scale 1/4 or 1/8 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal.)
    - **Planting Plan** (Show location and label all plant species by common name. Indicate the quantity and size of all trees, shrubs and groundcover. Clearly label all plant material, which will be removed as part of the project.)
    - **Landscape Elevation Drawings at Planting** (Superimpose plant material to building elevations)
    - **Landscape Elevation Drawings at Two-Year Growth** (Superimpose plant material to building elevations)
    - **Demonstrate compliance with the City’s Water Conservation Ordinance** (Twenty percent (20%) or less of the total plant material may be non-drought tolerant. Provide the planting area of each species.)
    - **Labeled Color Photographs of all Proposed Plant Material**
    - **Irrigation Plans**
  - Landscape plans shall comply with SMMC Section 9.04.10.04.100, *Landscape Maintenance and Protection*, as follows (provide as notes and/or demonstrate compliance):
    - a) All interior landscaped areas shall be protected from vehicular damage by raised concrete or other curbing of at least six inches in height.
    - b) All newly planted trees shall be planted in permeable soil.
    - c) Low volume irrigation systems with automatic controllers shall be required. Such irrigation includes, but is not limited to, drip emitters, bubbler emitters and low volume sprinkler heads.
    - d) Sprinkler spacing for both turf and non-turf areas shall be fifty percent of the diameter of the throw.
    - e) Anti-drain valves shall be installed in sloping areas with elevation differences of more than five feet.
    - f) Landscape materials which have different watering needs shall be irrigated by separate control valves. Water coverage shall be limited to plant areas only.
    - g) Automatic controllers shall be set to water between five p.m. and ten a.m. to reduce evaporation.
    - h) An annual maintenance program with seasonal water schedule shall be required to assist any landscape manager. The water schedule shall include run time and frequency of irrigation for planted areas with similar characteristics. The watering period shall not exceed the point at which runoff begins. A maintenance program shall not be required for systems with soil moisture sensors that are installed and properly adjusted. Plans must show the location of moisture sensors for each hydro zone.
    - i) A minimum of PVC Schedule 40 or equivalent shall be used for main lines and under driveway areas, and a minimum of PVC Schedule 200 or equivalent shall be used for lateral lines.
    - j) All landscaped areas shall be permanently maintained and kept free of weeds, debris, and litter. All plant materials shall be maintained in a healthy growing condition and diseased or dead plant materials shall be replaced, in kind, pursuant to the approved plans within thirty days.

*All projects that require site landscaping shall have landscape and irrigation plans reviewed and approved by the Architectural Review Board.*

*No removal of street trees will be permitted without prior approval by the City’s Community Forester.*

*Landscape plans involving less than 150 square feet of landscaping area that conforms to the City’s Water Conservation Ordinance may be eligible for Administrative/Staff approval.*

*The use of drip irrigation may be required adjacent to sidewalks, driveways and in parkways to comply with Water Conservation Codes that prohibit irrigating paved areas.*

## ARB SIGN POSTING REQUIREMENTS

(Not required for Sign, Landscape or Administrative applications)

Upon filing an ARB application at the City Planning counter in City Hall, the applicant will be provided with a pre-printed sign detailing the pending design review for the subject application. Within ten (10) days of filing the application, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. **At least ten days prior to the public hearing date, the applicant must submit another photograph to verify that the public hearing date has been correctly posted.** Failure to submit this photograph shall be cause for the continuance of the hearing. The sign shall conform to the following requirements:

1. Size: Shall be thirty (30) inches in height by forty (40) inches in width.
2. Height: No portion of the sign shall exceed eight (8) feet in height from ground level.
3. Location: Near the site's address on the street facing elevation, in an area most visible to the public. Corner properties shall require an additional sign on the second street facing elevation.
4. Only one such sign may be displayed per street frontage unless otherwise permitted by the Zoning Administrator.
5. The sign shall not be illuminated.
6. The sign shall include only the following factual information:
  - a. Title: **NOTICE OF PENDING DESIGN REVIEW**
  - b. Address of property.
  - c. Project case number: (e.g. **ARB 03-001**). Case numbers are given at the time of submittal.
  - d. Brief explanation of the proposed project: (e.g. NEW TWO-STORY, 23,000 SQUARE FOOT COMMERCIAL BUILDING OR NEW THREE-STORY 30 UNIT APARTMENT BUILDING OR EXTERIOR REMODEL OF EXISTING SINGLE STORY COMMERCIAL BUILDING; do not use descriptive words such as "luxurious," "elegant", etc.).
  - e. Attach an 8.5" x 11" color rendering of the proposed project.
  - f. Name, address, and telephone number of project applicant.
  - g. Date, (time, and location) of public hearing to be filled in when the applicant has been notified of the hearing date, but in no case less than ten days prior to the date of the hearing. If the hearing date is changed, the new hearing date must be marked on the sign. Dates shall also be updated for items appealed to the Planning Commission.
  - h. City Planning Division phone number and website.
7. The signs shall remain in place until after the 10-day appeal period has passed following a final decision by the ARB. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission. The sign shall be removed within ten (10) days of either the end of the appeal period or the final decision of the Planning Commission, whichever applies.

**Failure to post the sign, required information, or conform to placement location will result in delay the application.**

