



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

Modifications to Development and Design Standards

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: _____	<p>NOTES TO APPLICANT</p> <p>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</p> <p>The applicant, representative, or legal owner familiar with the project must be present at the ARB meeting.</p> <p>A decision on a project is rendered at the hearing. The ARB may approve, conditionally approve, or deny an application. An applicant may request a continuance to redesign a project based on the feedback received at the hearing, for future Board consideration.</p> <p>Continued projects are not automatically rescheduled for the next hearing. Contact your Project Manager to reschedule your project for ARB review.</p> <p>A detailed project description is required. Summarize the scope of work, including information on existing/proposed structures and uses, square footage, height, parking, and architectural style.</p>
	APPLICANT (Note: All correspondences will be sent to the contact person)	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON (if different)	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
APPLICATION TYPE		
<input type="checkbox"/> R1 District Modification (see pgs. 2-5)	<input type="checkbox"/> Multi-Family Residential District Modification (see pgs. 2-4, 6)	<input type="checkbox"/> Pedestrian-Oriented Design Modification (see pgs. 2-4, 7)
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	

PREVIOUS PLANNING ENTITLEMENTS *(if applicable)*
(DCP, VAR, DR, AA, ZC, etc...)

NEIGHBORHOOD NOTIFICATION

SUBMITTAL REQUIREMENTS – BUILDING DESIGN REVIEW

- COMPLETED APPLICATION AND PAYMENT OF FEE**
- TEN (10) COLLATED SETS OF APPLICATION MATERIALS. EACH SET MUST INCLUDE THE FOLLOWING:**
 - **Architectural Plans** (Scale 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal. Plans shall be no smaller than 11" x 17" and no greater than 24" x 36", folded not to exceed 11" x 14")
 - **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, perimeter fences/walls and the location and use of adjacent structures. Include other information as appropriate).
 - **Dimensioned Floor Plans**
 - **Roof Plan**
 - **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 height, scale and articulation of each structure immediately adjacent to the subject property.
 - **Section Drawings**
 - **Location and Screening of Mechanical Equipment**
 - **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 and alley or street mounted on an 8½" x 11" stock paper.)
- COLOR / MATERIAL BOARD** (A durable material board no greater in size than 2' x 3' 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, photographs and/or brochures may be submitted. 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.)

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 plancheck 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.

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.

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. *This sheet will be forwarded to the ARB members in their packets. It must be thorough and legible.*

PROPOSED ARCHITECTURAL STYLE: [_____]

BUILDING DESIGN REVIEW SUBMITTAL SUPPLEMENTAL INFORMATION

	Material (Include <u>all</u> exterior building material)	Texture / Finish (Be specific)	Color / Transparency (Be specific)
Façade (each elevation)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Windows (frame & trim)	1. 2. 3.	1. 2. 3.	1. 2. 3.
Doors (also include garage door)	1. 2. 3.	1. 2. 3.	1. 2. 3.
Mechanical Screening / Enclosure			
Refuse Screening / Enclosure			
Roof Material	1. 2.	1. 2.	1. 2.
Balcony Guardrails	1. 2.	1. 2.	1. 2.
Conceptual Lighting Plan	1. 2.	1. 2.	1. 2.
Trellis / Canopy	1. 2.	1. 2.	1. 2.
Perimeter Walls and Fences	1. 2.	1. 2.	1. 2.
Other:	1. 2. 3.	1. 2. 3.	1. 2. 3.

SUBMITTAL REQUIREMENTS – LANDSCAPE PLAN REVIEW

NOTES TO APPLICANT

- COMPLETED APPLICATION AND PAYMENT OF FEE
- TEN (10) COLLATED SETS OF APPLICATION MATERIAL. INCORPORATE WITH OTHER PLANS SETS (I.E. BUILDING PLANS) AS APPROPRIATE. EACH SET MUST INCLUDE THE FOLLOWING:
 - **Landscape Plans** (Scale 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal. Plans shall be no smaller than 11" x 17" and no greater than 24" x 36", folded not to exceed 11" x 14")
 - **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)
 - **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, low volume sprinkler heads, drip emitters, and bubbler emitters.
 - 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.
 - 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.

ARB review is required for all new construction and additions to existing structures throughout the City, except in the R1 district. 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...

BUILDING DESIGN PROJECTS REQUIRE PROOF OF SITE POSTING (See Page 8)

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

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.

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

**SUBMITTAL REQUIREMENTS – MODIFICATION TO DEVELOPMENT
AND DESIGN STANDARDS**

R1 DISTRICT MODIFICATION FINDINGS

**NOTES TO
APPLICANT**

1. There are special circumstances or exceptional characteristics applicable to the property involved, including size, shape, topography, surroundings, or location of the existing improvements or mature landscaping on the site in that...

The Architectural Review Board may approve design modifications in the R1 Single-Family Residential District pursuant to SMMC Section 9.04.08.02.080(f) if these findings can be made in an affirmative manner.

2. The granting of the design modification will not be detrimental nor injurious to the property or improvements in the general vicinity and district in which the property is located in that...

Economic hardships are not considered as special circumstances or exceptional characteristics when reviewing applications for modifications to development and design standards.

3. The granting of the design modification will not impair the integrity and character of this R1 neighborhood, nor impact the light, air, open space, and privacy of adjacent properties in that...

4. In the case of additions to buildings in the City's Historic Resources Inventory, the design modification is compatible with the building's historic architectural character, does not result in the removal of historic building features, and the addition is consistent with the Secretary of the Interior Standards for Rehabilitation in that...

NOTIFICATION REQUIREMENTS FOR MODIFICATIONS WITHIN THE R1 DISTRICT

- A certified list of all owners and commercial/residential tenants of properties within 300 feet from the exterior boundaries of the subject property.
- A radius map.
- The certified list and radius map shall be submitted not less than ten days in advance of ARB consideration of the matter. The case planner assigned to your project will coordinate this scheduling with you.
- Proof of site posting (see Page 8).

A list of radius map and label service providers is available at the City Planning Counter.

A pre-printed site posting sign shall be provided by City staff at the time of application submittal.

R1 DISTRICT MODIFICATION FINDINGS

**SUBMITTAL REQUIREMENTS – MODIFICATION TO DEVELOPMENT
AND DESIGN STANDARDS**

MULTI-FAMILY RESIDENTIAL DISTRICT MODIFICATION FINDINGS

**NOTES TO
APPLICANT**

The ARB may approve modifications to the upper-level stepback requirements if these findings can be made in the affirmative.

1. The modification will not be detrimental to the property, adjoining properties, or the general area in which the property is located in that...

2. The objectives of the stepback requirements are satisfied by the provision of alternative stepbacks or other features which reduce effective mass to a degree comparable to the relevant standard requirement in that...

MULTI-FAMILY RESIDENTIAL DISTRICT MODIFICATION FINDINGS

**SUBMITTAL REQUIREMENTS – MODIFICATION TO DEVELOPMENT
AND DESIGN STANDARDS**

PEDESTRIAN-ORIENTED DESIGN MODIFICATION FINDINGS

**NOTES TO
APPLICANT**

1. The strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the Zoning Ordinance or that there are exceptional circumstances or conditions applicable to the proposed development that do not apply generally to other developments covered by the Zoning Ordinance in that...

In order to encourage quality, creativity, and compatibility, the ARB may approve exceptions from the pedestrian-oriented design standards required by SMMC Section 9.04.10.02.440(a) if these findings can be made in the affirmative.

Economic hardships are not considered as special circumstances or exceptional characteristics when reviewing applications for modifications to development and design standards.

2. The granting of an exception would not adversely affect surrounding properties or be detrimental to the district's pedestrian oriented environment in that...

PEDESTRIAN-ORIENTED DESIGN MODIFICATION FINDINGS

ARB SIGN POSTING REQUIREMENTS

(not required for Sign and Landscape applications)

Upon filing an ARB application at the City Planning counter in City Hall, the applicant shall 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 on the sign. 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 at least 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 be changed 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 with 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 of the application.

