



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
ARB ADMINISTRATIVE APPROVAL APPLICATION
Building Design, Colors, and Materials**

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 about completing this application please call City Planning at (310) 458-8341.

ARB No.: _____

GENERAL INFORMATION

PROJECT ADDRESS _____

DETAILED PROJECT DESCRIPTION

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

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____

CONTACT PERSON *(if different from Applicant)*

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____
Relation to Applicant: _____

PROPERTY OWNER *(Not tenant or business owner)*

Name: _____
Address: _____ Zip: _____
Phone: _____ Email: _____

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

<i>This part completed by City staff – Staff Approval</i>	Applicable Resolution and Section No.: _____	Is the Project Site Listed on the HRI? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Received By: _____	Amount Paid: _____
	Date Received: _____	Assigned Planner: _____
		Date Approved: _____

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 8.5" x 11" and no larger than 11" x 17", no smaller than 8 point font, 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.)
 - **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, and trash enclosures, as applicable.)
 - **Labeled 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.)
- DIGITAL FILE** (provide a PDF of submittal in a single file)
- PUBLIC WORKS APPROVAL** (Approval from the Public Works Department is required if any portion of the project extends over the right-of-way.)
- COLOR / MATERIAL SAMPLES** (a color copy of all materials, clearly labeled, must be included in the 11" x 17" submittal set. Actual material samples and catalogue cut sheets as required.)

PROJECT INFORMATION

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