



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

Building Design, Colors, Materials, and Landscape Plans

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 your project requires ARB approval an appointment is required to submit this application. If you have any questions about completing this application or to schedule an appointment please call City Planning at (310) 458-8341.

ARB No.: _____

APPLICATION TYPE

[] 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.

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

NOTE: A meeting with the City's Design and Historic Preservation Planner is strongly recommended prior to submittal.

This section to be completed by City staff

Received By: _____ Is the Project Site Listed on the HRI? [] Yes [] No

Date Received: _____ Amount Paid: _____

GENERAL INFORMATION

PROJECT INFORMATION

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

Lot Size: _____ **Floor Area Ratio:** _____

Building Height: _____ **No. of Stories:** _____

Total Floor Area: _____ square feet

Commercial Floor Area: _____ square feet

Use: _____ square feet

Use: _____ square feet

Use: _____ square feet

Residential Floor Area: _____ square feet

No. of Residential Units: _____

Unit Mix:

Studio _____

1 bedroom _____

2 bedroom _____

3 bedroom _____

Affordable Housing (Chapter 9.64):

Fee Option?

On-site

Off-site

Affordable units:

If off-site, location of units: _____

Studio _____

1 bedroom _____

2 bedroom _____

3 bedroom _____

Parking:

No. of vehicle spaces: _____ Subterranean Surface

No. of bicycle spaces: Long Term ___ Short Term ___

NEIGHBORHOOD NOTIFICATION

PROJECT INFORMATION

SUBMITTAL REQUIREMENTS – BOARD REVIEW

- COMPLETED APPLICATION AND PAYMENT OF FEE
- THREE (3) COLLATED SETS OF APPLICATION MATERIALS** upon submission. **10 additional sets and digital file (entire submittal in .pdf file) are required 3 weeks prior to meeting date. EACH SET MUST INCLUDE THE FOLLOWING:**
 - **Architectural Plans** (Plans shall be 11" x 17", text shall be no less than 9pt or otherwise legible)
 - **Neighborhood Figure/Ground Map** A plan or map of the project site entire block including properties directly across the street; Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions can be approximate (per Google maps for example).
 - **Aerial location map**
 - **Site Plan** (Show and label lot dimensions, the location of existing/proposed buildings, setback information, public right of ways, street trees, parking layout, trash location and screening, 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, show equipment and solar panels)
 - **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 and frames, trim, doors, railings, architectural elements, roofing material, mechanical screening, and trash enclosures, as applicable.)
 - **Section Drawings**
 - **Location and Screening of Mechanical Equipment**, (all exterior equipment, meters, backflow ck-valves, transformers, fire prevention, ducting, conduit or pipes).
 - **Details** (provide details of important architectural features including railing, balcony, overhang, soffit, details and any unique project features. Provide details where materials meet. Provide wall sections where necessary.)
 - **Conceptual Lighting Plans** (Include specification sheets on proposed exterior lighting fixtures)
 - **Rendered Elevation Drawings** (Include each elevation with color, shade and shadow)
 - **3-Dimensional Renderings** (minimum 2 views to show all sides of the project.)
 - **Labeled Color Photographs** (Show subject and adjacent properties including properties located across the alley and street.)
 - **Landscape Plan** (See Page 5 of application).
- 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 maximum 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 color copy of all materials, clearly labeled, must be included in the 11" x 17" submittal set. Actual material samples assembled on a board shall be required at the meeting. The applicant is responsible to bring the materials board to the meeting, or the project may be continued.)
- PUBLIC WORKS APPROVAL** (Stamped approval from the Public Works Department is required if any portion of the project extends over the right-of-way. Clearly label the plan set that has the PW 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.)

**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.*

NOTE: A meeting with the City's Design and Historic Preservation Planner is strongly recommended prior to submittal.

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

	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 (Include frame, trim & glass)	1. 2. 3.	1. 2. 3.	1. 2. 3.
Doors (Include frame, trim, glass & 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 / 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.
Building Design-Architectural Concept	<i>Describe the formal architectural concept, focusing on the main form-generating ideas governing the project's design.</i>		

SUBMITTAL REQUIREMENTS – LANDSCAPE PLAN REVIEW

- COMPLETED APPLICATION AND PAYMENT OF FEE
- THREE (3) COLLATED SETS OF APPLICATION MATERIALS, plus one full size set of landscape plans are required. (an additional 10 sets with digital file will be required 3 weeks prior to meeting date.) COLLATE WITH OTHER PLANS AS SETS (i.e. WITH ARCHITECTURAL, SIGN PLANS, PHOTOS, etc.). EACH SET MUST INCLUDE THE FOLLOWING:
 - **Landscape Plans** (Plans shall be one-half size, e.g. 11" x 17" **In addition, one (1) full size set of landscape plans is 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, size 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.)
 - **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 Chapter 9.26 LANDSCAPING

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.

