



DESIGN REVIEW COMMITTEE APPLICATION

DESIGN REVIEW NUMBER: _____ (staff use only)

Project Address: _____

- Proposed Use: [] Residential [] Commercial
Project Type: [] One Story Addition [] New Construction
[] (2) Two Story Addition [] Exterior Remodel
[] Other

General Description of Proposed Improvements: _____

PROPERTY OWNER: (Please Print)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ () _____
HOME BUSINESS

E-MAIL: _____

I DECLARE, under penalty of perjury, that the foregoing is true and correct.

Executed on _____, at _____, California.

Signature of Property Owner (Signature of Owner is required for all applications.)

DESIGN REVIEW COMMITTEE

APPLICATION PROCEDURE

1. The first step of the application process is to submit preliminary plans and information for initial review by City Staff. The following items are needed for this first step:

- ❑ Completed Application with property owners signature
- ❑ Fee (\$65 noticing fee for all projects, \$865 for major and \$285 for minor)
- ❑ Completed Residential Plan Information Sheet
- ❑ One set of plans (fan folded to 8 ½ x 11 inches)

*** Note: All the items must be submitted together. Partial submittals will not be accepted.**

During this time City Staff will review the application to determine completeness and adherence to zoning requirements. Staff will notify the applicant by letter of all revisions needed to continue with the design review process.

2. The second step is to submit plans after revisions have been made. The following is needed to ensure that the project will be heard at a future hearing date:

- ❑ 8 (eight) sets of plans (fan folded with project address clearly visible)
- ❑ An electronic version of the plans submitted via flash drive or CD.
- ❑ Color and Material board (if applicable)
- ❑ Neighborhood Approval/Objection letters
- ❑ Addressed and stamped envelopes (mailing label must be typed) for property owner, applicant, and property owners/tenants in the neighborhood.

The property owner or his/her agent must be present to answer any questions that the Design Review Committee may have at the hearing. At this time the applicant will know if the project is approved, approved with conditions, denied, or continued to a specific date.

CITY OF SAN MARINO

DESIGN REVIEW COMMITTEE NEIGHBOR NOTIFICATION PROCESS

- Copy an approval/objection letter for each property on the list provided by staff. Show each neighbor your proposed plans, explain your project and have each neighbor sign the form. You do not need to go to properties that are outside of San Marino.
 - If the neighbor is not home, note the attempted contact time and make one more attempt.
 - If a neighbor does not want to sign the form, the house is vacant, or there is other hardship involved in obtaining a signature, please note this on the form.
 - You may choose to mail or drop off forms and plans to your neighbors. This would count as one attempt at contacting your neighbors.
 - A form must be returned for each neighbor and each form must have one of the following: a signature, two attempted contact times noted, or other notation as to why a signature is unable to be obtained.
- Submit stamped, addressed envelopes (do not include a return address) for each address on the list, including any addresses that are outside of San Marino. These will be used to mail out the City's public hearing notice to your neighbors. The address must be typed. You may also include an envelope for yourself and agent (architect, designer, etc.). If you do not know the owner's name, you can address them "Current Property Owner".
- The project cannot be placed on an agenda until the neighbor letters and envelopes are submitted.

**CITY OF SAN MARINO
DESIGN REVIEW
APPROVAL/OBJECTION LETTER**

I, (name) _____ am a property owner of (address)
_____, San Marino and have been shown
the plans and elevations of proposed changes to the neighboring property located at
(address) _____.

After reviewing the plans of the proposed changes (circle applicable response):

1. I do not object because I do not believe that the proposed changes will impact my property.
2. I do not object because the proposed changes are aesthetically compatible with my property.
3. I do not object and decline to state reason.
4. I object because the proposed changes are not aesthetically compatible in their present form with my property.
5. I object in particular to the following: _____

6. I object and decline to state a reason at this time.
7. I neither object nor support the proposed changes at this time.

Property Owner's Signature

Date

CITY OF SAN MARINO

PLAN SUBMITTAL CHECKLIST

Dear Applicant:

The following checklist is put forth to assist you and your architect or designer in preparing plans for both residential and commercial cases that require design review approval. It is very important to note that your drawings must be accurate, unambiguous, and complete when depicting both the existing building(s), the lot and the proposed changes.

Prior to reducing your design concept to a specific set of drawings, it is recommended that you first carefully survey the specific architecture of the buildings in your neighborhood (including the quality and type of materials used), the configuration and size of the neighboring lots, and the aesthetic appearance of the neighborhood. In making design decisions or choosing material to incorporate in a design, you should strive to make the proposed improvements consistent and compatible with both the architecture of your existing dwelling as well as those residences in the vicinity of your property. A proposed new building also falls with the evaluation process.

A well executed addition must be fully integrated with the existing building and should not be seen as an appendage to said building.

It is recommended that you review the respective City ordinances which govern your proposed improvement before you make any design changes.

The Design Review Committee will allow you an opportunity to discuss your proposal with them in an informal discussion conducted immediately following a regularly scheduled Design Review Committee meeting. This is known as the "open forum". Sketches, renderings, pictures, etc., are informally presented to the Committee members for their constructive feedback and comments. This is a recommended procedure, which may accelerate the design review procedure.

The following checked items shall be **required** as part of your specific application:

ITEM

Plot Plan This should be on the first page. Provide a detailed "top view" of the site showing the footprint of all existing and proposed structures and their setbacks to all property lines. Include lot dimensions, scale and north arrow. All property lines shall be clearly drawn. All easements must clearly be shown on the plans.

Also, include location, size and species of all existing trees on the property with a caliper (trunk diameter) of 4" or more that are within 15 feet of the proposed development. Additionally, show outline of building footprints on adjacent parcels when structures are within 15 feet of the subject property and indicate whether the adjacent parcels contain one or two story structures.

THE FOLLOWING ITEMS SHALL BE INCLUDED IN THE PLANS:

- Narrative Description Briefly state the improvement (e.g. “a one-story family room addition to the East elevation”; “a one-story addition of 1 bedroom and 1 bath to the North elevation”). In addition, provide a window, door, roof and exterior materials summary on the first page.
- Walls and Fences Show the location of all existing and proposed wall, fences and gates and describe the materials used or to be used in their construction (e.g. wood, wrought iron, et al.). Also, specify their existing or proposed height. If a new wall, fence or gate is proposed in the front or street side of the property, an elevation is required.
- Off-Street Parking For residential development, show the location and whether any changes to the dwelling are applicable to the garage (e.g. stucco, roofing, et al.). A parking plan, to include location and typical dimensions of all parking spaces shall be provided for all commercial projects. Differentiate between proposed compact and standard size stalls.
- Basic Size Information Show the following in square footage: (i) lot size, (ii) existing livable area, (iii) proposed livable area, (iv) maximum allowed livable are, (v) existing lot coverage, (vi) proposed lot coverage, and (vii) maximum allowed lot coverage. Detailed calculations shall be provided when within 10% (ten percent) of maximum allowances.
- Air Conditioning Condensers Show all new or existing air conditioning condensers and identify the existing/proposed setback to the property line(s).
- Elevations Show all four sides of all proposed structures identifying each side as north, east, west and south. Show all existing and proposed doors and windows. Identify all proposed additions and modifications to the structure to include any architectural features (e.g. trim design, awnings, etc.). Building height shall be depicted from datum plane to ridge height for all structures, including garage.
- Birds Eye View Provide an angled perspective of the structure as viewed from above either the left or right front corner of the structure. This is required only for all two-story structures.
- Study Model A scaled model of the proposed property to include all structures to be built with emphasis on building mass and height, including existing major trees. The lot shall be topographically contoured. This is required for all new construction. In lieu of a study model, a computer generated three dimensional presentation can be given at the DRC/PC meeting. Please inform staff at the time the application is submitted if this option is selected.
- Schedule(s) of Windows and Doors The plans and elevations should clearly distinguish between existing and proposed windows and doors. Window frame material, the number of individual glass panes per window, and details of the window framing (e.g. wood mullions) should be clearly shown. Colors to be applied should also be indicated. Submit color, glossy manufacturer brochures. The window and door should indicate material, finish, style, glazing, and mullion width.

- Floor Plans of each floor and basement (if applicable) The application should show which walls are being removed and which walls are new. Label and dimension all rooms. Note on plans if basement is habitable or non-habitable; if habitable include as livable area on plan information sheet.
- Roof Plan Show the type and color of the roof material, the manufacturer's name and "model" name or number, the thickness of the butt and the width of reveal/exposure. Show proposed skylights on the roof plans and elevations. Indicate the color of any skylights, the material used (glass or plastic), and whether the shape of the transparent/translucent member is flat or domed. Also, indicate the size, color, and material of the skylight framing. Submit a manufacturer's brochure.
- Color and Material Board This should include a color scheme and samples of products to be used (e.g. roofing materials, stucco finishes, window treatment, et al.) color and texture.
- Driveways/Walkways Show the location of all driveways and walkways and include the material(s) to be used in their proposed construction (e.g. asphalt, concrete, brick, et al.), color and texture. Submit front yard impervious coverage calculations for all projects resulting in hardscape modifications. Note existing and proposed hardscaping within the front yard.
- Landscaping Show the location of existing trees and landscaping. Indicate which, if any, trees are proposed to be removed, relocated, or trimmed back as a result of the proposed construction. If landscaping is to be removed, please indicate what, if any, new landscaping will take its place. The number, size, and species of all existing and proposed trees must be depicted. Inaccurate landscape plans may delay project processing, result in denial of a request, or result in permit revocation.
- Significant Details Show significant exterior details that are important to your design. These includes eave details, wall or fence details, window details, column details, molding details, masonry details, siding installation details, etc.
- Street Elevation For two story structures show (in block form elevation) how your project compares to existing adjacent structures on each side in height and width.
- Survey/Topographical Plan For any site where the building pad is higher than the adjacent sidewalk/parkway, submit an engineered drawing identifying grade elevations, both existing and proposed with contour line drawn at two-foot intervals.
- Resubmittals or Modifications Identify which items have been changed since the previous submittal. Provide a before and after illustration. The preferred method is to circle or "cloud" the changed area. Eight complete set of plans are required.

This checklist reflects the degree of detail used by both the Design Review Committee and Planning Commission when reviewing your application. Please note that each reviewing member personally visits each construction site and the neighborhood. We wish all of you success in processing your application.