Design Review Application Checklist

Six copies of the following:

- ❑ Location Map
- ❑ Plot Plan (See Plot Plan Checklist)
- ❑ Building Elevations (labeled north, south, east, and west)
- ❑ Floor Plans (including windows, skylights, solar orientation of rooms, and north arrow)
- ❑ Color elevation and color chips
- ❑ Landscape Plan (See Landscape Plan Checklist)
- ❑ Fences and screening including location on Plot Plan and elevations and colors
- ❑ Signs including location on Plot Plan or elevations, and a color drawing indicating size and design.
- ❑ See attached Design Review Submittal information (Land Use and Development Guide §4-0206).
- ❑ Possible additional information – Historic Report; Initial Study (per California Environmental Quality Act); Demolition Plan; Title Report; etc.

All Plans must be:

- To scale (Use a standard architect's or engineer's scale)
  Example- 1"=10' or ¼" = 1'
- Detailed Complete
- Accurate
- Clear
- Assembled (collated, stapled, and folded)

Design Review Submittal Requirements

Land Use and Development Guide SECTION 4-0206 APPLICATION

The following information shall be submitted to the Community Development Department before the Design Review Commission will consider an application:

(a) Site plan to scale, showing:

- dimensions and orientation of the parcel or contiguous parcels;
- existing surrounding streets and proposed streets;
- the General Plan designation and zoning classification of adjacent properties and the nature of present uses, if any, of adjacent properties and location of improvements thereon;
- locations and proposed uses of buildings;
- location of parking and loading areas (including number of spaces);
- location and dimensions of walkways;
- location and dimensions of planter areas, areas to be landscaped and areas to be planted with trees; proposed sign locations;
- proposed location and size of trash enclosures and recycling areas, including recycling areas located on the interior of structures;
- location and size of proposed enclosed and open storage areas;
- location of proposed and existing surface utilities structures;
- location of proposed fire protection device locations;
- location of proposed driveways; proposed drainage structure locations;
- location of existing and anticipated public easements;
- the dimensions of the subject parcel and contiguous parcels, the existing buildings and structures and other improvements;
- the existing trees and their locations;
- contour lines at two feet intervals where the grade of the terrain varies by more than five percent (5%);
- location and appearance of proposed fences or walls;
- and other structures or site features.

(b) Final elevation drawings to scale, showing building height, architectural forms, and the details of the exterior materials, and color schemes, including samples of colors and materials.

(c) Photographs of the site and surrounding neighborhood.

(d) Floor plans showing general room layout, entrances and windows.

(e) Detailed final landscape plans showing location of lawn areas, ground cover areas, shrub masses, and existing and proposed tree locations, and including botanical names and sizes of all proposed plant materials, and the plans for any proposed irrigation system.

(f) Two sectional drawings of the site, approximately through the middle with the sections at right angles to each other, showing the existing grade, and proposed relationship of buildings and parking areas to the finished grade.

(g) Detailed sign program, including all plans for signs, which require approval by the City, with colored drawings to scale.

(h) Such other plans as may reasonably be required to assure compliance with the Design Review criteria, including but not limited to:

- cross section structural elevations to scale;
- parking lot striping;
- locations and dimensions of planters and planter curbing;
- drive approaches;
- off-site improvements;
- street dedications;
- locations and detailed plans of walls and fences;
- benches;
- walkways;
- all exterior lighting fixtures (including details of supports, shielding, de-fusers and wattage of bulbs;
- final grading and drainage plans, including method of carrying water to street;
- all mechanical equipment and all roof elements such as vents and machinery and method of screening from view;
- and sign locations to be approved.

In the case of a residential development containing very low-, low- or moderate-income dwelling units as defined by the Arcata General Plan Housing Element, detailed floor plans with dimensions of all rooms, storage facilities and other sub-areas, together with a listing of proposed appliances and fixtures shall be provided and such other materials as may be required by the Director of Community Development for evaluation of the development for compliance with the provisions of the Housing Element. This provision is not intended to apply to single dwellings on individual lots, except where a planned development is involved.

(i) The detail of plans, drawings and diagrams shall be appropriate to the size of the project proposed. A multi-building new development, may require submission of all of the above information, a minor addition to an existing building should require considerably less detail.

(j) Applicant shall also submit sufficient information about the types and quantities of recyclable materials to be generated by the particular land use, and the mode of collection of such materials, to determine the appropriate size, location, features, and number of recycling area(s) for the situation.