



## DESIGN COMMISSION ARCHITECTURAL REVIEW APPLICATION (Requires Additional Core Application)

**I. INTRODUCTION:** The purpose of architectural review is to encourage attractive and harmonious development of commercial and multifamily residential properties, ensure that development does not negatively impact adjoining properties or the community, protects public welfare and property values and preserves and enhances the character of the City and its commercial districts. Design review is required for the following projects:

- A. Non-Residential:
  - 1. Projects involving construction or exterior modifications requiring building permits
  - 2. Permanent Signs\*\*
  - 3. Awnings visible from the right of way
  - 4. Landscaping in connection with above subsection "a," or revisions to a previously approved landscape plan
- B. Residential Planned Development Projects
- C. City Projects requiring a building permit
- D. Projects referred to the Design Commission by the Planning Commission or City Council

\*\*NOTE: Projects involving review of **SIGNS ONLY** require submittal of the application packet "Design Commission Sign Review Only." Please contact the Planning Department for the appropriate application packet.

*For building projects located on or near Foothill Boulevard, it is recommended that the applicant consult the City's Design Options Manual.*

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your request. You are also encouraged to contact the Planning Department at 790-8881 if you have any questions about your project or the application process.

**II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the Planning Department when applying for Design Review (certain requirements may be waived by the Director of Community Development, based on the scope and nature of the project) **IN ADDITION TO THE CORE PROJECT APPLICATION FORM:**

### **Initial Design Commission Review:**

- A. Attached Forms:
  - 1. **Supplemental Form**
  - 2. For projects involving new construction of 1,000 sq. ft. or more: **One copy of a map depicting all the properties within 300 feet of the project site.** A list of names and addresses of all current owners of these depicted properties and two sets of envelope labels for mailing information to these property owners is also required. A signed Notice List Affidavit must also be submitted. (Optionally, the city will provide all the public notice materials for a flat fee of \$150.00)
- B. Drawing Sets:
  - 1. **Site Plan** - nine (9) copies - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
    - a. Location of lot lines, streets (with street names), recorded easements, and all structures (existing and proposed);
    - b. Existing and proposed topography
    - c. Slopes, contours, trees and other pertinent physical features;
    - d. All exterior building dimensions, setbacks, and the location of the nearest building wall on all abutting lots;



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- e. Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces; and
  - f. All exterior lighting, existing and proposed.
2. **Building elevations** - nine (9) copies - at a scale of at least 1/8" = 1' and including the following:
    - a. Materials, colors and finishes;
    - b. All exterior building dimensions, including heights.
  3. **Landscape Plans** - nine (9) copies - at a scale of 1/8" = 1' or larger (or as otherwise approved by the Director) and including the following:
    - a. Existing trees with trunk diameter over 6 inches at 4 feet above grade and/or 15 feet in overall height;
    - b. Species, diameter and condition of all such trees;
    - c. Final disposition of all existing trees;
    - d. Species, location and sizes of proposed vegetation.
- C. Additional Materials:
1. **Color Photographs** of the site and its surroundings.
  2. **Additional materials** (e.g. scale model, onsite mock-up, perspectives) may be required if appropriate for complete understanding and accurate assessment of the proposal.
  3. **An application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.

### Final Design Commission Review:

- D. **Materials submitted for Design Concept Review, with resultant modifications.**
- E. **A materials and colors board**, keyed to the elevation drawings.
- F. **Exterior lighting plan** and specifications.
- G. **Landscaping irrigation plans.**
- H. **Indication of all hardscape and exterior structures and amenities**, including colors and materials.
- I. **Floor Plans** - nine (9) copies - at a scale of 1/8" = 1' or larger (or as otherwise approved by the Director) and including the following:
  1. Description of the proposed use of all interior floor area;
  2. **Shading of the affected walls and areas to be modified or built;**
  3. All dimensions of interior rooms or other enclosed areas; and
  4. Location of all plumbing equipment, existing or proposed.

**Consolidated Design Commission Review:** All materials listed above (A through I) are required at the time of project application submittal.

*NOTE: Please collate and fold all plans to approximately 8½" x 11"*

### III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended. The meeting gives you and Staff a chance to review your project and the applicable policies and standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.



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- C. **Staff Review of Application for Completeness.** The Planning Staff will advise you if the application packet is missing any required information. When the packet is complete, a date is set for either a Design Concept Review or Consolidated Review by the Design Review Board.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Formal Planning Reviews.** For projects requiring Planning Commission approval (e.g. CUP, Variance), Planning Commission review should precede Design Commission review. Concurrent Design Commission/Planning Commission review may be arranged; please consult the Planning Department.
- F. 1.a. **Design Concept Review:** This is an opportunity for the Commission to give initial response to the building massing and siting, circulation, facade composition and articulation and open space characteristics of the proposal; followed by:
- F. 1.b. **Final Design Review:** Review of compliance with conditions agreed upon at Design Concept Review combined with those conditions that have been mandated by the Planning Commission (if applicable) during their hearing, and review of the proposal's more detailed elements;

*OR*

- F2. **Consolidated Design Review:** The Design Commission will review all aspects of the project, based on complete plans and information.

**NOTE:** Applicants should be aware that the Consolidated Review Process bears the risk of preparing final review plans prior to Design Commission review of the project based on conceptual plans.

- G. **City Council Call-up:** for projects involving building construction, the City Council has the option of calling the project up for its review. Final approval cannot be granted until such review is complete.
- H. **Decision on Request:** A decision on your request will be made by the City Council unless the Council's authority has been waived, in which case the final decision will be made by the Design Commission. The decision of the City Council or the Design Commission could be approval, approval with conditions, referral to a subcommittee or to the Director of Community Development or continuance for redesign.
- I. **Appeal.** A decision of the Design Commission may be appealed, in writing, to the City Council. Information regarding the appeals process is available at the Planning Department.

**IV. FEES:**            *\*if needed*

Application Fee:	\$250.00
Deposit - Design Commission:	\$1,000.00 *
Environmental Assessment Fee:	\$100.00 *
Hearing Notice Fee:	\$75.00 *
<b>TOTAL FEE</b>	<b>\$1,425.00*</b>

Separate check may be required later:  
County Posting Fee: \$75.00\* (payable to L.A. County Recorder)



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DR#

City Date Stamp

## V. SUPPLEMENTAL QUESTIONS

### A. Project Information

1. Gross Floor Area

Existing Structures to Remain \_\_\_\_\_

Proposed New Structures \_\_\_\_\_

Total Gross Floor Area \_\_\_\_\_

2. Percent Lot Coverage (footprint divided by lot size) \_\_\_\_\_

3. Percent landscaped areas (exclude paved areas) \_\_\_\_\_

4. Signage

Length of Building or Tenant Frontage \_\_\_\_\_  
Lineal Feet

Area of All Existing and Proposed Wall Signs \_\_\_\_\_  
Square Feet

Area of Both Sides of All Monument Sign(s) \_\_\_\_\_  
Square Feet

Area of All Existing and Proposed Awning Signs \_\_\_\_\_  
Square Feet

Area of All Other Existing and Proposed Signs \_\_\_\_\_  
Square Feet

Indicate how all lighted signs will be illuminated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. BUSINESS OWNER'S AFFIDAVIT As owner of the above described business, I/we affirm that the statements and answers contained herein and on the Project Application Form, and the information and plans submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

Business Owner's Signature \_\_\_\_\_