ARC

RESIDENTIAL
ONE AND TWO UNITS

Division of Planning, Engineering, and Environmental Compliance
City of Monterey

Introduction
The purpose of Architectural Review is to promote orderly development, to ensure high quality design that is harmonious with its surroundings, to implement the General Plan, as well as Area or Neighborhood Plans, and to preserve and promote the visual character of the City.

Applicability
Architectural Review is required for New Construction or Exterior Alterations in the following neighborhoods:

- New Monterey
- Old Town
- Oak Grove
- Alta Mesa
- Del Monte Beach
- New two-story buildings or two-story additions in any neighborhood.

Exempt Projects
The following projects are *exempt* from Architectural Review:

- Building or Site Maintenance;
- Painting of single-family homes;
- Repair or replacement of windows, siding, roofs, etc. when same or similar materials are used;
- Replacement of individual plants, shrubs or trees with comparable types and quantity;
- Exterior alterations that are not visible beyond the property lines, from an adjacent parcel, or from a public right-of-way;
- One-story additions to single-family homes in any neighborhood not listed above.
- Projects approved by the Historic Preservation Commission, unless specifically delegated.

Two Part Process
Architectural Review consists of two steps: Preliminary Design Review and Final Design Review. Preliminary Design Review considers the general siting, form, mass, architectural style, as well as the view, privacy, and living environment impacts on nearby properties. Final Design Review considers the exterior finish, colors, materials, landscaping, lighting, fencing, and all other exterior features. Both levels of review consider consistency with the General Plan, and any applicable Area or Neighborhood Plan, design guidelines, or similar document.

Administrative vs. Committee Review
Certain projects may be reviewed administratively by City staff while others require the full consideration of the ARC. When Architectural Review is required, the following project types are eligible for Administrative Review:

- One-story addition(s) to single-family dwellings.
- Two-story addition(s) to a single-family dwelling when the second story is no more than 70% of the first story footprint and is otherwise proportionate to the remainder of the building.
- Exterior alterations to single-family dwellings.

The following project types are not eligible for Administrative Review, but require review by the full ARC:

- New Construction of a single-family dwelling.
- Two-story addition(s) to a single-family dwelling when the second story is more than 71% of the first story footprint or is disproportionately large or small to the remainder of the building.
- Any other project requiring Architectural Review and not explicitly described above.

Staff, the applicant, or any member of the public may refer or request referral of any project to the full Architectural Review Committee for any cause. A request from the applicant or public to refer the project must be received prior to, or within ten days following, an Administrative decision.

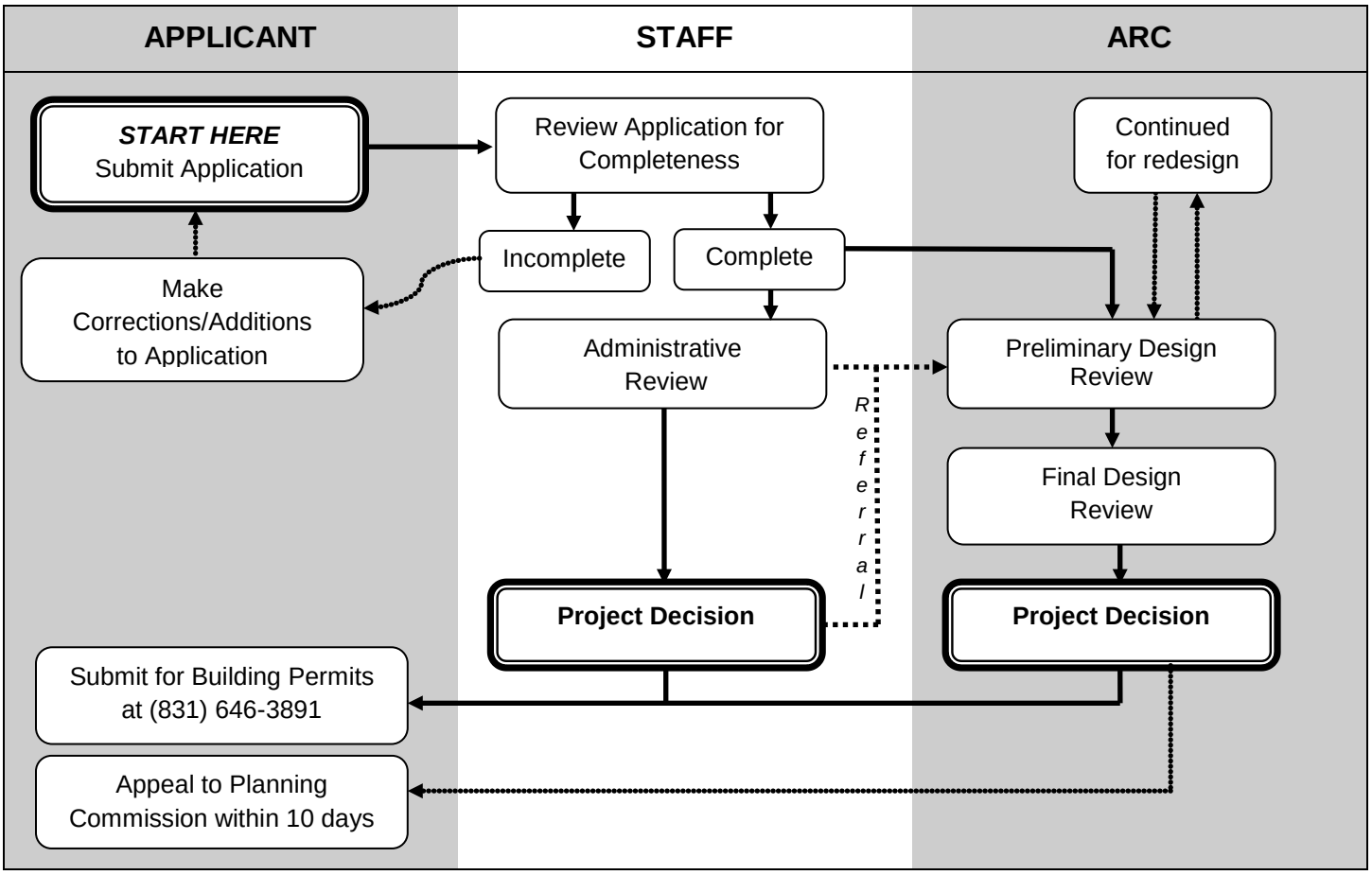
Timing

In order for the ARC to consider an application, it must first be determined to be complete by City staff.
Two-story additions and new two-story houses require that story-poles be installed at least 10 days prior to the hearing or Administrative decision. We recommend that you install these when you submit your application to avoid delay. Incomplete applications, or those lacking story-poles, will not be scheduled for a hearing or Administrative decision. Once complete, the application is generally scheduled for hearing within 30 days on a first-come, first-served basis. A commitment for consideration at a specific hearing date cannot be made prior to determining the completeness of the application. At the hearing, the ARC may choose to approve the project, approve it with conditions, deny the project, or continue it for redesign. Any project decision may be appealed unless it is continued. If an application is continued, the resubmittal will be reviewed by staff for completeness and will be rescheduled for a future hearing. If not appealed, all ARC decisions are final. Administrative review is similar, though staff will not deny or continue a project, but will instead refer it to the ARC for consideration. Administrative reviews generally take between 2-4 weeks.

Fees[1]

- Minor (one-story additions or minor changes) $200
- Major (new houses or second-story additions) $840

TYPICAL ARC PROCESS



[1] As of 06/02/09, subject to change

SUBMITTAL CHECKLIST

Every application must include both Application Forms and Plans.
The specific requirements are described below[2].

APPLICATION FORMS

1. Project Application Form –
   - ❑ The wet signature of the owner is required.
   - ❑ This form is two-sided.
   - ❑ Also available at http://www.monterey.org/commdevelop/planning/projectapplic.pdf

2. Neighborhood Compatibility Worksheet

3. Draft Green Building Schedule - Please contact the Permits and Inspection Services Division at (831) 646-3891 if you have any questions.
   - ❑ Available at http://www.monterey.org/building/greenbuilding/

PLANS – PART I
PRELIMINARY DESIGN REVIEW

4. General
   - ❑ Two full-sized sets (24" x 36"min.); One reduced-size set (11" x 17").
   - ❑ Title Block with Applicant's Name, Owner's Name, Contact Information, and Accurate Date.
   - ❑ Project Summary.
     - ❑ Lot Area
     - ❑ Square Footage – Existing, Proposed, and Total
     - ❑ Lot Coverage
     - ❑ Floor Area Ratio (FAR) – Measure to outside of exterior walls and count stairs twice.
   - ❑ Title Block with Address or APN.
   - ❑ Include a North Arrow on Each Plan Sheet,
   - ❑ Use a Minimum 1/8" = 1' scale for Site Plan and 1/4" = 1' scale for all others.
   - ❑ Summary Table describing Existing & Proposed Floor Area, Lot Coverage, Grading, etc.
   - ❑ Table of Tree Removal Schedule

5. Site Plans – *Existing and Proposed*
   - ❑ Property lines & required yard setbacks. Include dimensions of each.
   - ❑ Show the following site features and indicate their status (to be added, removed, relocated, or unchanged).
     - ❑ All existing structures (house, garage, shed, gazebo, hot tub, patio cover, trellis, etc.),
     - ❑ Impervious surfaces (driveways, parking areas, walkways, or patios),
     - ❑ Adjacent off-site improvements (sidewalk, curb, gutter, or street trees),
     - ❑ All landscape areas, fences, retaining walls, and manufactured slopes,
     - ❑ On-site trees and large shrubs (over 6" in diameter as measured 4.5' above the ground) and indicate their status (to be preserved, removed, or relocated). If property is vacant, show all trees over 2" in diameter as measured 4.5' above the ground;
   - ❑ Existing and/or proposed floor elevation of the first floor and garage.
   - ❑ A Topographic Survey prepared by a licensed surveyor is required for all projects that involve new work within 3' of a required front, rear, or side yard setback, or within 3' of the maximum height. Include spot elevations at property corners, at building corners, and at driveway corners and include slope contours, as appropriate. Shade areas of slope greater than 25%.

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[2] At the discretion of the Chief of Planning, Engineering and Environmental Compliance, submittal of any submittal items may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to submittal of an application.

PLANS – PART I
PRELIMINARY DESIGN REVIEW (CONT.)

6. Floor Plans – *Existing and Proposed* (1/4" scale preferred)
   - ❑ Rooms - label and identify each room.
   - ❑ Doors and Windows – show operation and size.
   - ❑ Fixtures - all plumbing fixtures, appliances, ranges, water heaters, etc.
   - ❑ Show second-story outline on first story.
   - ❑ Show finish floor elevations at each floor level change.

7. Roof Plan
   - ❑ Show roof slope, overhangs, skylights, chimneys, etc.
   - ❑ Identify roof material.

8. Elevations – *Existing and Proposed*
   - ❑ Show all Exterior Finish Materials
   - ❑ Identify Roof Slopes
   - ❑ Doors and Windows – show operation and size
   - ❑ Show the Following Elevations:
     - ❑ Finished Grade at each corner,
     - ❑ Finish Floor of First and Second Floor,
     - ❑ Plate Height of First and Second Floor,
     - ❑ Rafter Edge,
     - ❑ Midpoint of Roof,
     - ❑ Ridge of Roof

9. Other Information – *May be required*
   - ❑ Building Sections – a minimum of two are required for two-story additions.

10. Engineer Verification Letter: If the project includes a new second or third-story over an existing one or two-story building <u>and</u> the plan does not include demolition of the existing building <u>and</u> there are existing site nonconformities, please submit a signed letter from a licensed Civil or Structural Engineer that clearly states that the existing building is structurally sound enough to support the second story without demolition.

PLANS – PART II
FINAL DESIGN REVIEW

11. CONCEPT DESIGN REVIEW PLANS – Include ARC-approved Concept Design Review plans with any required revisions made.
12. MATERIALS – Include all exterior materials for siding, roof, windows, doors, railings, trim, etc. Call out all materials on the elevation and include samples or cut-sheets for unique materials.
13. PAINT – Include a painted 8.5" x 11" card for each color for a new house. Indicate if addition will match. If more than one base color and one trim color will be used, show paint scheme on elevation.
14. DETAILS – Include details of unique rafter tails, moldings, trims, gutters, etc.
15. LANDSCAPE PLAN – Show landscape areas for front yard only with fences, walls, etc. Include prominent trees, shrubs and general landscape materials.

If you have any questions regarding the above submittal requirements or the Use Permit process, please contact the Planning, Engineering, and Environmental Compliance Division (PEEC) at (831) 646-3885.