

**CITY OF MONTEREY**

**ARCHITECTURAL REVIEW COMMITTEE RESOLUTION NO. 98-03**

**ARCHITECTURAL REVIEW PRELIMINARY APPLICATION SUBMITTAL  
REQUIREMENTS**

Architectural Review Committee review is to encourage and promote development that is related to the setting and established character of the surrounding area or neighborhood. To achieve compatible design that is also high quality and consistent with the Concept architecture, the Architectural Review Committee requires complete and legible plans that fully describe the exterior appearance and finishes for the building and site.

The following information has been determined by the Architectural Review Committee to be the minimum requirement for a Preliminary application. All applications must be complete to be scheduled for review. Incomplete applications will be returned without review. If you can demonstrate that the design can be fully explained without all of the information identified in these requirements, the Planning Division may waive one or more of the identified plan requirements. Waiver should be granted prior to submittal of the application.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(original signed by Chair and Vice Chair October 21, 1998)

**General Information**

- All plans must be legible and in adequate scale to show sufficient detail to properly evaluate the design.
- All plans must indicate the owner's names and the applicant's name, if not the owner.
- All plans must indicate the property address.
- Floor and elevation plans are to be prepared at the same scale.
- Two (2) sets of full size plans and one (1) 8 ½" x 11" reduced copy are required. All lettering and dimensions on the reduced copy must be legible.
- All plans must include the scale, north arrow, and name of person who prepared the plans.
- All plans must include a project summary designating:
  - 1) Type of project
  - 2) Lot area
  - 3) Existing square footage
  - 4) Proposed square footage;
  - 5) Total square footage
  - 6) Lot coverage
  - 7) Floor Area Ratio (FAR)
  - 8) Number of parking spaces required
  - 9) Number of parking spaces provided.

## **Site Plan or Plot Plan**

- Show all existing and proposed improvements.
- Dimension proposed setbacks to property lines.
- Indicate status of existing site/structures (i.e. to be removed, unchanged, to be renovated).
- Show all property lines and off-site improvements (i.e. sidewalk, curb, gutter, street trees).
- Dimension all driveways, parking areas, walkways, patios, and other impervious surfaces.
- Indicate the materials and exterior finishes.
- Show all driveways, parking areas, walkways, patios, and other impervious surfaces.
- Show existing trees and large shrubs.
  - 1) Indicate their status (i.e. to be removed, preserved, transplanted).
  - 2) If property is vacant, show all trees over 2" in diameter as measured 4.5' above the ground.
  - 3) If property is developed, show all trees over 6" in diameter as measured 4.5' above the ground.
- Show all landscape areas.
- Show topography and slopes. If application is for new construction or additions in areas that slope more than 15%, the topography must be prepared by a licensed surveyor or Civil Engineer.
- If property is level, include spot elevations at property corners, at building corners, and at driveway corners.
- If property slopes show slope contours.
- Indicate method for controlling on-site drainage and direction of drainage.
- Show proposed floor elevation of first floor.
- Show all existing and proposed retaining walls and/or manufactured slopes.
- Indicate locations of all commercial identification signs.
- Provide details of retaining wall construction and identify material and exterior finish.
- Provide installation detail of impervious paving.

## **Floor Plan**

- Show existing floor plans, if applicable.
- Show proposed floor plans.
- Show door and window locations.
- Label rooms and stairs.
- Show on first floor outline of second floor if footprint differs.
- Indicate all finish floor elevations and floor level changes.

## **Roof Plan**

- Show roof slope and overhangs.
- Identify roof material, quality, and color.

## **Elevation**

- Show all elevations.
- Identify all exterior building materials, and finishes.
- Dimension height to highest element of roof as measured from existing or finish grade which ever is lower on all elevations.
- Show floor lines, finish, and existing (dotted) grades at exterior building walls.

- Identify roof slope.
- Identify and dimension all special features: trim, patio walls, trellis structures, fences, screens, and trash enclosures.
- Show and dimension all proposed detached accessory structures (carports, trash enclosures, and storage buildings). Identify all exterior materials and finishes.
- Show and dimension location of commercial identification signs. Identify exterior materials and method of lighting.

### **Details and Sections**

- Provide appropriate site sections to demonstrate clearly the grade relationships to building, basements, retaining walls, property lines, adjacent buildings, and off-site improvements.
- Provide a minimum of one fully dimensioned building section through the tallest area.
- Provide a building or wall section to show: offsets, eave overhang, window trim and material, and all transition between different materials.
- Provide dimensional detailed drawings for building elements and finishes not included in wall section (i.e. balcony, handrail, fencing, reveals, porches, and trim).

### **Colors**

- Show conceptual color scheme.
- Provide a colored rendering or color keyed elevation drawing to establish location of various colors on the building.
- Provide color chips of actual colors and exterior material samples.

### **Exterior Lights**

- Show all site and on-building lighting locations.
- Show pole or wall mounted height of lights.
- Provide catalogue cuts of all light fixtures. Include wattage, type of light source (HPS, LPS, metal halide, etc.) and fixture color.

### **Landscape Plan**

- Provide a Concept landscape plan.
- Include a plant list and identify plant sizes and locations.
- Identify all landscape areas.
- Identify all existing trees and shrubs that will be preserved.
- Identify method of irrigation.
- Identify all proposed landscape structures. Provide elevation drawings and details to identify materials, style, and finishes.

### **Story Pole Staking (Planning Commission Resolution 04-002; June 8, 2004)**

- Story Pole Staking Required
- Story Pole Staking Not Required

### **Survey (Planning Commission Resolution 04-003; June 22, 2004)**

- Site Survey Required

- Topographic and Height Survey Map Required
- Survey Not Required

Additional information regarding Architectural Review Committee procedures, fees, meeting schedules, Neighborhood Plans, and adopted design guidelines is available at the Planning Division of the Community Development Department or call 646-3885.