# Architectural Review

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

## Introduction
The purpose of Architectural Review (AR) 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
The chart below helps you determine whether AR is required for your project.

<table>
<thead>
<tr>
<th>Is project located in Casanova Oak Knoll Del Monte Grove/Laguna Grande Fishermans Flats Flagg Hill Monterey Vista Villa Del Monte?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
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<tr>
<td>No</td>
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<tr>
<th>Do any of the following apply?</th>
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<tr>
<td>• Lot is less than 5,000 square feet</td>
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<td>• Site contains slopes over 15%</td>
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<tr>
<td>• Project involves addition to/new non-residential or multi-family building</td>
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<tr>
<td>• Project involves new two-story single-family residence</td>
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<td>• Project involves single-family second story addition</td>
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<tr>
<td>Yes</td>
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<tr>
<td>No</td>
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<table>
<thead>
<tr>
<th>Is project located in C, I-R, VAF, O, P, PC, or -D Zoning District?</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
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## Environmental Review
The California Environmental Quality Act (CEQA) requires that the City review all projects for their potential impact on the environment. The required level of review and accompanying reports vary greatly by the type of project, its location, and other criteria. While some projects may be exempt from formal environmental review, others may require extensive study and the production of an Environmental Impact Report (EIR). Following a cursory review of an application, City staff will notify the applicant of the level of environmental review that will be required. Depending on the level of review required, an applicant may be asked for various technical studies such as traffic reports, archaeology reports, arborist reports, storm water plans, etc. Or, you may be asked for more specific information on the plans to clarify, reveal, or eliminate a potential environment impact.
Two Part Process
Architectural Review consists of two steps: Preliminary Architectural Review and Final Architectural Review. Preliminary Architectural Review considers the general siting, form, mass, architectural style, as well as the view, privacy, and living environment impacts on nearby properties. Final Architectural 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.

Timing
In order for City staff or the Architectural Review Committee (ARC) to consider an application, it must first be determined to be complete by staff. Any addition involving construction greater than one story, an increase in height, or as directed by the ARC, requires that story poles be installed at least 10 days prior to an Administrative (staff) decision or ARC hearing. Incomplete applications, or those lacking story poles, will not be scheduled for an Administrative decision or ARC hearing. Once complete, the application is generally scheduled for consideration 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.

Historically Significant Properties
The property receiving architectural review may be not historic, potentially historic, or designated historic. If the property is not historic, the architectural review application is processed as described above. If the property is potentially or designated historic, the project is evaluated to determine whether it would conform to the Secretary of the Interior’s Standards for the Treatment of Historic Properties. If the project conforms to the Standards, it shall follow the abovementioned architectural review process. Projects which do not conform to the Standards are subject to historic review (see Historic Permit handout).

Potentially Historic Properties
The Planning Office reviews the proposed alterations to determine whether they conform to the Secretary of the Interior’s Standards for the Treatment of Historic Properties. If the alterations conform to the Standards, the project shall follow the regular City planning and building permit review process. Alterations which do not conform to the Standards are subject to the following regulations:
1. If the property is listed on the Reconnaissance Survey List, an Intensive Survey shall be prepared. If the Intensive Survey determines that the property is potentially eligible for Historic Zoning, the property shall be added to the Adopted Survey List. If the survey determines the project is not eligible for Historic Zoning, the project shall follow the regular City planning and building permit review process.
2. If the property is listed or placed on the Adopted Survey List, the project shall be presented to the Historic Preservation Commission (HPC) for recommendations to the decision-making body for bringing the project into conformity with the Standards.

Fees (see current fee schedule)
- ARC Major
- ARC Minor
- Admin Major
- Admin Minor
TYPICAL ARCHITECTURAL REVIEW PROCESS

**APPLICANT**

START HERE
Submit Application

Make Corrections/Additions to Application

Submit for Building Permits at (831) 646-3891

Appeal to Planning Commission within 10 days

**STAFF**

Review Application for Completeness

Incomplete

Complete

Administrative (staff) Review

Project Decision

**ARC**

Continued for redesign

Preliminary Architectural Review

Final Architectural Review

Project Decision

Referral
SUBMITTAL CHECKLIST

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

APPLICATION FORM

1. Project Application Form
   - Wet or digital signatures are required. Digital signatures must comply with Govt. Code section 16.5 requirements.
   - This form has three pages. Complete all three pages with necessary signatures.
   - Available online at http://monterey.org/Portals/0/Forms/Planning/Planning-Project-Application.pdf

PRELIMINARY ARCHITECTURAL REVIEW

2. General
   - Two (2) full-sized plan sets (24”x36”)
   - One (1) reduced-size set in 11”x17”, unless all details are legible in 8.5”x11”
   - Electronic copy of plans in PDF form
   - Title Block with applicant’s name, owner’s name, contact information, accurate date, and project address or APN
   - Project Summary
     - Lot Area
     - Floor Area – Existing, proposed, and total. Measure to outside of exterior walls and count stairs twice.
     - Lot Coverage – Existing, proposed, and total
     - Floor Area Ratio (FAR) – Existing and proposed
     - Yard Setbacks – Existing and proposed
     - Grading – Existing, proposed, and total
     - Building Heights – Existing and proposed
     - Impervious surfaces calculation (driveways, parking areas, walkways, or patios), including calculating total impervious surface area for the entire site in Project Data Sheet
   - Shade walls/areas to be added; use dashed lines to show walls/areas to be removed
   - Include a north arrow and legend on each plan sheet
   - Use a minimum 1/8” = 1’ scale for Site Plan and 1/4” = 1’ scale for all others
   - Table of Tree Removal Schedule (include tree size, species, and health status). Indicate locations on site plan.

3. Site Plans – Existing and Proposed
   - Property lines and 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), including calculating total impervious surface area for the entire site in Project Data Sheet;
     - 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 elevation of the first floor and garage.
   - Illustrate all drainage across, into, and leaving the site. Include all applicable easements.
   - Illustrate all proposed grading, including cut/fill, etc.
   - Identify all proposed on-site and immediate off-site stormwater drainage facilities.
   - As applicable, submit Landscape Documentation Package to comply with Water Efficient Landscape Ordinance

1 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.
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 15%.

4. 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.

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

6. 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

7. Stormwater Facilities – As applicable, new and redevelopment projects are required to demonstrate conformance with Post-Construction Storm Water Design Requirements (PCRs), and may include a requirement that property owners enter into a legal agreement or covenant with the City to provide verification of maintenance of any necessary stormwater facilities. The applicant may be required to submit a Storm Water Control Plan (SWCP) in support of the proposed project. Technical guidance, templates, and calculation information for design may be found online at [http://montereysea.org/job-site/](http://montereysea.org/job-site/).
   - For additional information and/or clarification, please contact the Engineering Office at (831) 646-3921.

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

9. Engineer Verification Letter: If the project includes a new second or third-story over an existing one or two-story building and the plan does not include demolition of the existing building, 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.

**FINAL ARCHITECTURAL REVIEW**

10. PRELIMINARY ARCHITECTURAL REVIEW PLANS – Include approved Preliminary Architectural Review plans with any required revisions made.
11. 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.
12. PAINT – Include a painted 8.5” x 11” card for each color. Indicate if addition(s) will match. If more than one base color and one trim color will be used, show paint scheme on elevation.
13. DETAILS – Include details of unique rafter tails, moldings, trims, gutters, etc.
14. 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, please contact the Planning Office at (831) 646-3885.*