



**CITY OF MARYSVILLE
PLANNING DEPARTMENT
DESIGN REVIEW INFORMATION NEEDS
MAJOR PROJECTS**

**ARCHITECTURAL REVIEW
APPLICATION CHECKLIST**

TOTO APPLICANTS: The following list includes all the items you must submit for a The following list includes all the it
StaffStaff willStaff will use a copy of this list to check your application for completeness after it is submitted. If your appl
is is not complete, a copy of the list will be returned to you marked according is not complete, a copy of the list will be re
blueprints,blueprints, Planning Staffblueprints, Planning Staffencourages thatblueprints, Planning Staffencourages that you su
and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

*When an Architectural Review application is submitted, staff will conductWhen an Architectural Review application is submitted, staff wi
thethe projects application to the CEQA (California Environmental Quality Act) as mandated by state law. Based onthe projects applicatio
additadditionaladditional information may be required above than required in this checklist, such as a preliminary geotechnicad
archaeologicalarchaeologicalinventory, traffic impact analysis and/or biologicalarchaeologicalinventory, traffic impact analysis and/or b
with the normal City architectural review process.*

APPLICATION NUMBER: _____
CHECKED BY: _____ DATE: _____

Staff Use:
Complete

- A. **Planning Application Form** complete and signed.
- B. **Base Application Fee:** In accordance with the City s Planning Fee Schedule.
- C. **Site Plan:** One copy reduced to 8-1/2" x 11".
- D. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12". fan-folded to 9" x 12" and including:

Staff
Comments:

- 1. Project Site Plan drawn to scale and indicating dimensioned property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways; ; trash enclosures; the location, type and trunk diameter, and status (e.g. to be saved, removed, relocated) trees on the site; indication of structures to be removed, and the loca-tion of existing and proposed buildings, including the location and use of the near-est structures on adjacent property and any easements on the site, and a vicinity map showing the location of the project in relation to major city streets (Recom-mend using a City street map to identify location).

2. Statistics and Descriptive Information, including:

Staff

Comment:

- (a) The zoning and current uses of the site and adjacent properties.
- (b) The square footage of the project site.
- (c) A calculation of the number of parking spaces required and provided.
- (d) The area of the site to be covered by buildings and paved surfaces.
- (e) Square footage of planted areas.

3. Architectural Plans, including elevations views of all sides of the

Staff

Comment:

building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, building lighting, building materials and colors. Include eight copies of reduced to 8-1/2" x 11" colored architectural elevations renderings.

4. Preliminary Landscape and Irrigation Plans indicating proposed

Staff

Comment:

plant materials (including common and botanical names of all plant materials (including common and botanical names of all plants), hardscape areas, existing trees to be retained, removed or replaced. Plans need to comply with Article 18 and Chapter 11 of the Marysville Municipal Code regarding landscaping. Requirements include plan preparation by a licensed landscape architect, landscape contractor or certified landscape designer and specific design standards (refer to attached landscape regulations).

5. Signs: General locations of contemplated signage on the building

or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:

Staff

Comment:

- (a) Dimensions and square footage of all signs.
- (b) Dimensions and square footage of building walls on which signs are located.
- (c) Means of lighting.
- (d) Heights of all signs.
- (e) Message that will appear on each sign.
- (f) Description of materials and colors for letters and background.
- (g) A scaled drawing of each sign showing typeface and design details.

6. Exterior Lighting Plan including locations of all light standards and

Staff

Comment:

placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.

Staff
Comment: 7. Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relationship to exterior use areas.

Staff
Comment: 8. Site Features Plan showing details on location and design of trash/recycling enclosures, outdoor seating areas, walls, benches, tables, bicycle parking and outdoor storage facilities.

Staff
Comment: E. **Site Photographs** of the project site, including neighboring development and including a key map of where each photo has been taken.

Additional Staff Comments: _____

Received By: _____

Checked By: _____

Date Received: _____

