

**REQUIRED MATERIALS TO BE SUBMITTED FOR A MINOR ARCHITECTURAL APPLICATION:**

The following materials are necessary for your application to be evaluated. Unless otherwise indicated, do not mount these exhibits on a board. All required diagrams must be neatly drawn and dimensioned including a north arrow and the project address. Use this list to assemble your application materials.

INCOMPLETE SUBMITTALS MAY DELAY PROCESSING OF YOUR APPLICATION.

- | Applicant Use            | Staff Use:               |  |
|--------------------------|--------------------------|--|
| ↓                        | ↓                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Complete the Minor Architectural Application Form:</u></b> (attached to this instruction packet)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Authorization Letter or Contract signed by Homeowners Association or Owner</u></b> (if project is within a condo or HOA, or if application is being completed by owners' agent)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>A Detailed Site Plan and Floor Plans:</u></b> These exhibits must be submitted for additions, rehabilitation of properties, landscaping changes, parking lot re-striping, walls, pools, mechanical equipment, or projects involving any type of exterior modification to the site. Include a north arrow and the project's street address. Site plans to be submitted at (minimum scale 1/8 <sup>th</sup> inch = 1 foot) may be sufficient for <u>minor</u> building improvements, <u>minor</u> landscaping, walls, pools, and mechanical equipment. The site plan should include the following information: <ul style="list-style-type: none"><li>▪ All property boundaries and distance to centerline of abutting street (obtain from Public Works Department)</li><li>▪ All walls, sidewalks, driveways, gates, parking areas, landscaping, etc.</li><li>▪ (Differentiate existing from new work by differing line weights or by notation).</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Elevations:</u></b> Elevation drawing (showing front, back and sides) should be included for any project involving changes to the exterior of a structure, and to show proposed walls, fences, gates and/or mechanical screening. Include notes to describe colors, materials, dimensions (including height) and any other relevant information.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Color and Material Exhibits:</u></b> Provide swatches of actual paint colors proposed and cut sheets or small samples of materials where appropriate. Photographs of existing materials that will be matched is encouraged.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Existing Site Photographs:</u></b> One (1) set of photographs showing existing conditions at the proposed project and adjacent surroundings, structures, landscaping, walls, etc. .  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Payment of Application Fees.</u></b>   |

**TIME LIMIT FOR DEVELOPMENT:** Planning approvals given on Minor Architectural Applications (MAA's) are valid for two (2) years from the Effective Date that the approval is made (see definition of Effective Date below). After Planning approvals are granted, applicants must apply for building permits through the City Department of Building and Safety. If building permits are not pulled or the construction initiated within two (2) years of the Effective approval date, the planning approval expires.

**EFFECTIVE DATE:** A Minor Architectural Application approval becomes "effective" after an elapsed period of fifteen (15) days from the date of the decision by the Planning Staff, Planning Commission or City Council. Any project for which a building permit application is made or a building permit is issued prior to the Effective Date of the Planning approval, are deemed to be made "at the risk" of the applicant such that an appeal could modify or overrule the subject approval.