



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
ARCHITECTURAL REVIEW

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed planning application form. Payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Eight (8) sets of architectural plans (folded to 9" x 12" size). Each sheet of the plans must be to a standard architect's or engineer's scale and contain the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Name and address (location) of the project;
<input type="checkbox"/>	<input type="checkbox"/>	B. Scale of the illustration;
<input type="checkbox"/>	<input type="checkbox"/>	C. Date of preparation and/or revisions;
<input type="checkbox"/>	<input type="checkbox"/>	D. Name and license or registration number of the person or firm preparing the plans;
<input type="checkbox"/>	<input type="checkbox"/>	E. Vicinity Map showing the location of the property; and
<input type="checkbox"/>	<input type="checkbox"/>	F. Statistics and other information, as follows:
<input type="checkbox"/>	<input type="checkbox"/>	1. The zoning and current use of the site and adjacent properties;
<input type="checkbox"/>	<input type="checkbox"/>	2. The total area (in square feet) of the project site;
<input type="checkbox"/>	<input type="checkbox"/>	6. The area of the site to be covered by buildings, landscaping, and paved surfaces; and
<input type="checkbox"/>	<input type="checkbox"/>	7. The floor area ratio.
<input type="checkbox"/>	<input type="checkbox"/>	3. A site plan (folded to 9" x 12" size), drawn to a standard engineer's scale (approval necessary for use of scale smaller than 1:30, i.e. 1:40, or 1:50), containing:
<input type="checkbox"/>	<input type="checkbox"/>	A. Dimensioned property lines and all building setbacks;
<input type="checkbox"/>	<input type="checkbox"/>	B. Existing and proposed public and private easements;
<input type="checkbox"/>	<input type="checkbox"/>	C. Proposed and existing improvements and building(s) that will be retained;
<input type="checkbox"/>	<input type="checkbox"/>	D. Vehicular access;
<input type="checkbox"/>	<input type="checkbox"/>	E. Walls, fences and exterior lighting structures;
<input type="checkbox"/>	<input type="checkbox"/>	F. Landscaped areas and outdoor-use areas;



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
ARCHITECTURAL REVIEW

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	G. Location, type, trunk and canopy diameter, and status (e.g. trees to be removed, saved, and/or relocated) of all existing trees over 2" in trunk diameter at 4'6" above ground.
<input type="checkbox"/>	<input type="checkbox"/>	4. A grading and drainage plan (folded to 9" x 12" size) containing:
<input type="checkbox"/>	<input type="checkbox"/>	A. Existing and proposed contours, finished floor elevations, and retaining walls;
<input type="checkbox"/>	<input type="checkbox"/>	B. Approximate location, depth, and volume of landform cuts and fills;
<input type="checkbox"/>	<input type="checkbox"/>	C. Proposed measures for retaining stormwater runoff (see Municipal Code Section 13.24.110 for more information); and
<input type="checkbox"/>	<input type="checkbox"/>	D. Identification of areas with special hazards.
<input type="checkbox"/>	<input type="checkbox"/>	5. Sectional drawings (folded to 9" x 12" size) containing two section views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking, and landscaping at maturity.
<input type="checkbox"/>	<input type="checkbox"/>	6. A building floor plan (folded to 9" x 12" size) showing use of interior spaces.
<input type="checkbox"/>	<input type="checkbox"/>	7. Building elevations (folded to 9" x 12" size) showing:
<input type="checkbox"/>	<input type="checkbox"/>	A. All sides of all buildings;
<input type="checkbox"/>	<input type="checkbox"/>	B. Dimensioned maximum height of buildings measured from the average finish grade under the building; and
<input type="checkbox"/>	<input type="checkbox"/>	C. Materials and colors of all exterior surfaces and features (see section 9 below).
<input type="checkbox"/>	<input type="checkbox"/>	8. Landscape and Irrigation Plan (folded to 9" x 12" size) prepared by a licensed landscape architect or as approved by the Community Development Director containing the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location and mature size of proposed trees, street trees, major shrubs, and ground cover;
<input type="checkbox"/>	<input type="checkbox"/>	B. Vegetation to be retained or removed;
<input type="checkbox"/>	<input type="checkbox"/>	C. Plant legend describing plant characteristics for each symbol. (Where trees or shrubs have significantly different characteristics, different symbols should be used);
<input type="checkbox"/>	<input type="checkbox"/>	D. Location, height, materials, and design of site improvements, such as fences, retaining walls, special paving, and lights;
<input type="checkbox"/>	<input type="checkbox"/>	E. Erosion control measures;
<input type="checkbox"/>	<input type="checkbox"/>	F. Notes describing how the landscaping plan meets the site's functional, aesthetic, and ecological requirements (e.g., notes describing landscape screening, colors, provision for solar access, and climate control);
<input type="checkbox"/>	<input type="checkbox"/>	G. Method of irrigation; and



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
ARCHITECTURAL REVIEW

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	H. Water conservation plan (all plans shall comply with the State Model Water Efficiency Ordinance).
		The applicant may submit a detailed planting plan showing specific plant species, sizes, and locations instead of the more generalized landscaping plan described above. The Community Development Director or Architectural Review Committee may request a detailed planting plan for some projects.
<input type="checkbox"/>	<input type="checkbox"/>	9. Color and materials board containing the colors and textures of all exterior materials securely mounted on an 8 ½ "x 11" size illustration or poster board, and eight (8) colored copies of the color and materials board.
		10. Eight (8) copies of a perspective rendering, if requested by the Community Development Director or Architectural Review Committee.
<input type="checkbox"/>	<input type="checkbox"/>	11. Other material needed for Architectural Review, as determined by the Community Development Director or Architectural Review Committee.
<input type="checkbox"/>	<input type="checkbox"/>	12. All plans submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	13. Electronic copies of all document submittals in PDF format on USB. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.