

## 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 ite StaffStaff will Staff will use a copy of this list to check your application for completeness after it is submitted. If your application isis not complete, a copy of the list will be returned to you marked according is not complete, a copy of the list will be reblueprints, blueprints, Planning Staffblueprints, Planning Staffencourages that blueprints, 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 conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted, staff will conduct When an Architectural Review application is submitted. thethe projects application to the CEQA (California Environmental Quality Act) as mandated by state law. Based onthe projects application additadditionaladditional information may be required above than required in this checklist, such as a preliminary geotechnicad archaeologicalarchaeological inventory, traffic impact analysis and/or biologicalarchaeological inventory, traffic impact analysis and/or b with the normal City architectural review process.

APPLICATION NUMB	5ER:
CHECKED BY:	DATE:

Staff Use:

Complete

- Α. 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 location of existing and proposed buildings, including the location and use of the nearest 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 (Recommend using a City street map to identify location).

## 2. <u>Statistics and Descriptive Information</u>, 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.

# Staff Comment:

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

# Staff Comment:

- 4. Preliminary Landscape and Irrigation Plans indicating proposed 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 11of 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. <u>Signs:</u> 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

(a) Dimensions and square footage of all signs.

#### Comment:

- (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. <u>Exterior Lighting Plan</u> including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.

## Staff Comment:

Staff Comment:	7.	Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relation ship to exterior use areas.			
Staff Comment:	8.	<u>Site Features Plan</u> showing details on location and design of trash/recycling enclosures, outdoor seating areas, walls, benches, tables, bicycle parking and outdoor storage facilities.			
E. Staff Comment:	<b>Site Photographs</b> of the project site, including neighboring development and including a key map of where each photo has been taken.				
Additional	Staff C	Comments:			
Received E	3y:				
Checked B	y:				
Date Recei	ived:				

## Related Landscaping Sections of the Zoning Code:

#### Section 18.86.030 Landscape plan.

- (a) ExceptExcept for single-family dwellings, which are not model homes, a landscape Except for single-family dwellings, PlannerPlanner before a building permit is issued or a final map including common area is approved. Planner before a building bebe prepared by a licensed architect, or contractor, certified landscape designer, or other licensed or certified professional inin a related field. Any changes to the approved plan which affectin a related field. Any changes to the approved by the City Planner.
- (b) The landscape plan shall include the following:
- (1) Scale, Scale, north arrow, locationScale, north arrow, location of adjacent streets, property lines, Scale, north arrow, location existing trees (including street track) any other natural orand any other natural or manmade site features and any other natural orand any other natural orange.
- (2) Construction details pertinent to installation of the landscape in accordance with city standards;
- (3) A note or calculation sheet with all landscape calculations relevant to the application of this section;
- (4) AA plant list giving the common and botanical names of plants to plant list giving the common and botanical formform withform with a key number assigned to each plant. On the plan, each plant shall be identified by a key number. The the plant, its spacing and quantity to be used, shall follow in the landscape legend;
- (5) PlantsPlants shall be selected apprPlants shall be selected appropriately basPlants shall be selected appropriately base conditions of the site. Protection and preservation of native species and natural areas is encouraged;
- (6) IrrigationIrrigation plans (at the same scale as the landscape plans) and specifications which comply with the Uniform Plumbing Code, insure adequate irrigation coverage and include the following:
- (A) Scale, Scale, nScale, north arrow, locations of adjacent streets, property lines, easements, sidewalks, drives, paved buildings, existing trees, buildings, existing trees, including street trees, and any other naturalbuildings, existing trees, site,
- (B) IdentificationIdentification and description of automatic irrigation components to insurIdentification and description of through water-conserving features,
- (C) IdentificationIdentification of the system point of connection and size, water pressure available, aldentification of the system in gallons per minute,
- (D) AllAll locations of irrigation valves, controllers, hose bibs, quick coupler valves, sprinkAll locations of irrigation valves, preventors,
- (E) SizesSizes of irrigation lines. Schedule 40 P.V.C. is required for all pressured lines and under all paved areas. Piping must bebe installed a minimum of twelve inches underground for nonpressurebe installed a minimum of twelve inches underground for constant pressure irrigation lines,
- (F) AllAll irrigation systems shall be designed to avoAll irrigation systems shall be designed to avoid runoAll irrigation systems where water blows onto adjacent property, nonirrigated areas, walks, roadways or structures,
- (G) Trees, Trees, shrubs and other landscapingTrees, shrubs and other landscaping materialsTrees, shrubs and other landscaping code.
- (c) SuchSuch plans shall, at a minimum, identify all areas to be landscaped and include area and treeSuch plans shall, at a minim types of landscaping proposed for such areas. (Ord. 1148 § 2 (part), 1992).

### Section 18.86.040 Trees.

Requirements for trees shall be as follows:

- (a) One tree shall be provided for every three hundred square feet of required landscaped area.
- (b) WithinWithin the parking area, one tree must be planted for every ten parkingWithin the parking area, one tree must be pla bebe distributed throughout the parking area surface to pbe distributed throughout toward the total number of trees required in subsection (a) of this section.
- (c) TreesTrees shall be planted and maintained in planters or Trees shall be planted and maintained in planters or landscap maturitymaturity fifty percent of the parking area is shaded at solar noon on June 21st. This requirement shall not apply to the development of single-family residences.
- (d) Of Of the required Of the required trees, one tree shall Of the required trees, one tree shall be placed every thirty lineal feet of street of the required trees.

works director that the species selected warrants greater spacing.

- (e) EvergreenEvergreen trees shall be a minimum of six feet in height at time of planting. FiftyEvergreen trees shall be a minimum caliper of one inch at time of planting are of planting.
- (f) WhWhereWhere existing mature, healthy trees, as determined by the public works director, are removed as a result of a construction, construction, they shall be replaced, on a one-for-one basis, withconstruction, they shall be replaced, on a one-for-halfhalf inches and evergreen trees with a minimum required in subsection (a) of this section.
- (g) TreesTrees planteTrees planted or rTrees planted or removed from the public right-of-way are subject to the issuance of provisions provisions as set forth in Chapter 11.16 of this code. Placement, s approval prior to the issuance of the tree work permit.
- (h) Trees shall Trees shall be placed in tree wells with a minimum four-footTrees shall be placed in tree wells with a minimum in width and depth. (Ord. 1142 § 2 (part), 1992).

#### Section 18.86.050 Parking lot landscaping.

Parking lot landscaping standards for all districts shall be as follows:

- (a) Landscape Landscape buffers which are a minimum of five Landscape buffers which are a minimum of five fLandscape rights-of-way.
- (b) AllAll trees located within parking lotsAll trees located within parking lots shall be located in planting areas protected by six is curbs. Such curbs shall be at least four and one-half feet square.
- (c) EachEach separate landscape area shall contain a minimum area of fifty square feet and shall have a minimum dimension of at least five feet and shall include at least one tree.
- (b) All parking lots within or a0djacent toAll parking lots within or a0djacent to residentially zoned properties shall have a m feet in width along common lot lines except for office conversions in R-4 zones.
- (c) TreesTrees shall be planted and maintainTrees shall be planted and maintained in plaTrees shall be planted and maintain maturity fifty percent of the parking area is shaded at solar noon on June 21st. (Ord. 1148 § 2 (part), 1992).

### Section 18.86.060 Ground covering.

Ground covering over the landscaped or otherwise approved area may include:

- (a) Decorative Decorative rock, or other Decorative rock, or other inert materials, up to twenty-five percent of the required lands works director approves a greater amount after consideration of the visual appearance of the site;
- (b) Lawn or turf, subject to the limitation set out in Section 18.86.070;
- (c) LivingLiving ground covers otherLiving ground covers other than lawn or turf must be planted in a manner suchLiving ground cover is fully covered within three years. (Ord. 1148 § 2 (part), 1992).

#### Section 18.86.070 Water conservation.

InIn order to reduce water consumption, all landscaping plans approved under this section must complyIn order to reduce water consumption.

- (a) The minimum dimension of each lawn or turf area shall be eight feet in width or length;
- (b) The maximum slope of lawn or turf areas shall be three to one;
- (c) In multifamily developments, lawn or turf areas shall not exceed fifty percent of the required landscape area;
- (d) InIn model homes, commercial or industrial developments, lawn or turf areasIn model homes, commercial or industrial developments the required landscape area;
- (e) AnAn efficient water-conserving irrigation system including drip, An efficient water-conserving irrigation system including drip, and a finite system including drip, and
- (f) SoilSoil must be improved by incorporating a minimum of three inches of organic soil amendment intoSoil must be improved of soil, unless recommended otherwise by the soil report for the property;
- (g) Soil in lands cape areas shall be loosened to a minimum depth of six inches prior to planting;
- (h) Nonporous material, such as solid plastic sheets, shall not be placed under the mulch;
- (i) Nonturf areas shall emphasize low water consumptive plants. (Ord. 1148 § 2 (part), 1992).