



DESIGN REVIEW APPLICATION

CITY OF CLAREMONT - DEPARTMENT OF COMMUNITY DEVELOPMENT
207 HARVARD AVENUE, P.O. BOX 880
CLAREMONT, CA 91711-0880
(909) 399-5470

PROJECT TYPE

- Architectural & Site Plan Review
- Changes to Approved Plans
- Landscape Plan
- Sign
- Other _____

REVIEW TYPE

- Staff
- Architectural Commission

SIGN TYPES (check all that apply)

- Wall Mounted (non-illuminated)
- Wall Mounted (illuminated)
- Freestanding (non-illuminated)
- Freestanding (illuminated)
- Sign Program
- Sign Program Amendment
- Pedestrian
- Other _____

APPLICANT INFORMATION

Name of Applicant(s): _____

Address: _____

Phone Number: _____ E-mail: _____

Owner(s) of Record: _____ Phone Number: _____

Address of Owner: _____

PROPERTY INFORMATION

Address of Subject Property: _____

Assessor Parcel Number(s): _____

Existing Land Use Designation for each Parcel: _____

Purpose of Request: _____

CERTIFICATION STATEMENT

****MUST BE SIGNED BY PROPERTY OWNER AND NOTARIZED****

I/we certify that I/we are presently the legal owner(s) of the above described property(ies). Further, I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Title 16 of the Claremont Municipal Code. **(Note: A person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature _____ Date _____

Signature _____ Date _____

Subscribed and sworn to me this _____ day of _____, 20____

Signature of City Clerk or Notary Public (seal)

COPYRIGHT MATERIALS RELEASE: To the extent that your application submittals include plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws and/or California Government Code Section 65103.5. The City of Claremont hereby requests permission to reproduce, publish, and otherwise make publicly available plans and drawings submitted with your submittal for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing paper and/or electronic reproductions to the City's Commissioners and Councilmembers, City staff and consultants, and members of the public. If you grant such permission, please provide below the signatures of all of those who have prepared plans and drawings submitted with this application.

Copyright Holder's Name

Signor's Name (Printed)

Email Address & Phone Number

Signature

City Staff Use Only

File Number:	Fixed Fee:	Hourly Deposit:
Date:	Received By:	CEQA: ___ Exempt ___ Initial Study

SUBMITTAL REQUIREMENTS	NUMBER OF COPIES	
	STAFF REVIEW	COMMISSION REVIEW
PROJECT PLANS (Provide all checked items in the following size/quantities: Three full-size scalable copies, 1 reduced size (8 ½ x 11", additional copies shall be 11 x 17".)	# of copies	# of copies
<input type="checkbox"/> SITE PLAN 11" x 17"	3	12
<input type="checkbox"/> ELEVATIONS	3	12
<input type="checkbox"/> REDUCTION OF SITE PLAN AND ELEVATIONS (8" ½ X 11")	3	12
<input type="checkbox"/> FLOOR PLANS	3	12
<input type="checkbox"/> DETAILED DRAWING OF WINDOWS, DOORS, AND EXTERIOR VENEERS	3	12
<input type="checkbox"/> PHOTOMETRIC ANALYSIS (if applicable)	3	12
<input type="checkbox"/> COLOR AND MATERIALS BOARD (include catalog cuts of windows, doors, lights, solar panels, etc.)	3	12
<input type="checkbox"/> LANDSCAPE AND IRRIGATION PLANS (scale at least 1" = 20')	3	12
<input type="checkbox"/> SITE SECTIONS	Not required	1
<input type="checkbox"/> RURAL CLAREMONT SITE ANALYSIS (Residential Rural zones only)	1	1
LANDSCAPE PLANS	# of copies	# of copies
<input type="checkbox"/> LANDSCAPE PLAN 11" x 17"	3	12
<input type="checkbox"/> IRRIGATION PLAN	3	12
<input type="checkbox"/> PLANTING PLAN	3	12
<input type="checkbox"/> PLANT SPECIES LIST	3	12
SIGNAGE	# of copies	# of copies
<input type="checkbox"/> SITE PLAN 11" x 17"	3	12
<input type="checkbox"/> ELEVATIONS	3	12
<input type="checkbox"/> CONSTRUCTION DETAILS	3	12
<input type="checkbox"/> COLOR RENDERINGS	3	12
<input type="checkbox"/> PHOTO SIMULATIONS OF ALL SIGNS	3	12
<input type="checkbox"/> DAY/NIGHT SIMULATIONS (illuminated signs only)	3	12
PUBLIC NOTICE	# of copies	# of copies
<input type="checkbox"/> RADIUS MAP (the specific radius from property boundaries as determined by the Community Development Director; at scale of 1" = ___100', or ___300', or ___500') **May be done by city staff upon request, fee required.	1	1
<input type="checkbox"/> MAILING LIST (properties within the designated radius; on three column type label form) **May be done by city staff upon request, fee required.	1	1
<input type="checkbox"/> PRELIMINARY TITLE REPORT (prepared within the past six months)	1	1
<input type="checkbox"/> CERTIFICATION STATEMENT (from each property owner involved in authorizing application) *See front page*	1	1
<input type="checkbox"/> FEE AGREEMENT	1	1
<input type="checkbox"/> HOA APPROVAL (if applicable, by letter/stamp)	1	1
<input type="checkbox"/> ENVIRONMENTAL INFORMATION FORM (if applicable)	1	1
OTHER REQUIREMENTS	# of copies	# of copies
<input type="checkbox"/> CERTIFICATION STATEMENT (from each property owner involved in authorizing application) *See front page*	1	1
<input type="checkbox"/> PRELIMINARY TITLE REPORT (prepared within the past six months)	1	1
<input type="checkbox"/> FEE AGREEMENT	1	1
<input type="checkbox"/> HOA APPROVAL (if applicable, by letter/stamp)	1	1
<input type="checkbox"/> ENVIRONMENTAL INFORMATION FORM (if applicable)	1	1

ADDITIONAL SUBMITTAL DOCUMENTS:

SUBMITTAL REQUIREMENTS FOR ARCHITECTURAL REVIEW

PRELIMINARY REVIEW

The Claremont Community Development Department encourages the submittal of preliminary plans review, in order to identify any important items which might affect the outcome of your proposal. We will be happy to talk with you regarding the review process or submittal requirements. Please do not hesitate to ask us any questions regarding the below information.

FINAL REVIEW

In order to proceed forward with a final review of plans, we need a complete application package. A complete application consists of all the materials noted below. An incomplete submittal will result in a delay the review of your proposal for either staff of Architectural Commission review and higher development review costs.

I. FILING REQUIREMENTS

- A completed Design Review Application form.
- The applicable Development Review Fee (payable to the City of Claremont). See City of Claremont Development Review Fee Schedule.
- All specific information and submittal materials outlined on the second page of the application form as determined by planning staff.
- Photographs of the existing site taken from locations shown on the attached sample. The photos should be generally mounted on 8 1/2 x 11" paper and shall include a photographic location map.
- The filing deadline for Architectural Commission review is the Wednesday three weeks prior to the meeting date. Architectural Commission meetings are generally scheduled in the evenings of the second and fourth Wednesdays of each month (following the second and fourth Tuesdays) at 7pm in the Council Chamber, 225 West Second Street. Meetings are typically not held during the month of August or the last week of December.

II. GENERAL REQUIREMENTS

Each set of plans should contain the submitted as directed below and containing the requested information to clearly portray the proposed project.

Plan Preparation

- All plans shall be drawn on uniform size sheets of 24" x 36" or 30" x 42". Plans may be submitted on smaller sized sheets if the clarity of the proposal is retained and is determined to be appropriate by the Director of Community Development.
- All site and landscape plans shall be drawn to a scale of not less than 1" = 20' unless an alternative scale is approved by the Director of Community Development.
- All required plans shall be collated into sets, stapled together along the left margin and folded to approximately 8" x 13" format. (See diagram for information regarding folding).
- All plans must be clear, legible, and scaled accurately.
- The major elements of the plan should be "dimensioned" (e.g. parking spaces, setbacks, heights, distances, etc.)
- An index sheet shall be provided when the plans cannot be contained in one page.
- The various components of all plans must be consistent with each (for example, the elevations and the floor plans should be consistent with each other and/or the landscape plan is consistent with the site plan).

Site Plan

The site plan shall include the following:

General Data

- Name and address of applicant, architect and/or engineer;
- Property address, assessor's parcel number and legal description;
- Scale and north arrow (oriented to the top or side of the sheet), and a legend identifying any symbols used shall be delineated;
- Property lines with dimensions;

Applicable Zoning District Requirements (Consult with Planning Division for this information)

- Provide calculations of the site's lot size and lot coverage as a result of development;
- Provide information regarding gross building area (total and per floor);
- Indicate the number of parking spaces required and provided;
- On Multiple Family zoned property, provide data regarding the amount of outdoor living area required and provided;

Existing Site Conditions

- Location of existing buildings, fences/walls, and trees larger than 4" diameter on site. The type of fences and trees should be specified;
- Location of buildings and trees on abutting properties if less 20' away from property lines;
- Location of any buildings on site to be demolished as a result of the proposal;

Location of Proposed Development and Setbacks

- Building setbacks (front, rear and sides);
- Location, height and materials of proposed walls and fences;
- Footprints of all proposed structures.
- Location, dimensions and construction design of new trash enclosures including "walk up" access for the users. (Use City Standard Drawing #1026 or #1027 for single or multiple bins respectively).
- Location of any exterior shopping cart storage areas (applicable only to some commercial projects).
- On Multiple family projects, specify the location of both the proposed common and private outdoor living spaces in accordance with the zoning.

Parking Lot, Circulation, and Street Improvements

- Dimensioned locations of all driveways and walkways and the internal circulation pattern through the site if applicable. The proposed color and materials to be used on these circulation elements (e.g. asphalt, concrete, paver etc.) shall be specified;

- Delineate the location and dimensions of all off street parking and loading areas;
- Provide details of the public Right of Way area from the centerline of the abutting street to the subject property. These details shall include the street name and dimensions of the existing and proposed street improvements (including curbs, gutters, sidewalks, street lights, and parkway areas);
- If applicable, show the location and dimensions of all existing or potential easement and/or public Right of Way dedication areas.

Landscape and Lighting Plan

- Delineate the location and dimension of all finger planter areas and perimeter landscape areas for parking lots;
- Provide information regarding the amount of landscape area required and provided;
- Indicate the location of all proposed light fixtures and photometric analysis of the light spread as needed;
- Specific information regarding the type, wattage and height of all proposed light fixtures.

Floor Plans

The floor plans shall provide an interior layout of the building and/or structure to be constructed. The floor plans shall be consistent with the elevation plans submitted (eg. the windows, and/or doors in locations). The floors shall be drawn to the same scale as the building elevations. If the proposal is an addition, then then the floor plans shall show what existing construction is and what proposed construction is.

Roof Plans

The roof plan shall provide an aerial view of the roof associated with the building and/or addition. Information regarding the pitch of the roof, the material type, the color of the material, location of skylights or mechanical equipment and the location of solar panels shall be noted. If the proposal is an addition or will tie into an existing roof, then information regarding this integration shall be provided to demonstrate how the buildings will be joined. If the proposal is an addition, then the roof plans shall delineate what the existing construction and what is new roof area.

Illustrative Building Elevations

"Illustrative" building elevation means illustrations drawn to accurately portray the appearance of the building after construction. Building elevations shall show all sides of the proposed building and/or addition and the size and spacing of windows and doors, light fixtures, towers, chimneys, and roof mounted equipment and the roof itself. The elevations shall show the height of buildings and structures and the typical materials to be used (materials shall be indicated on each street). There shall be consistency between the elevation and floor plans submitted (eg. the windows and/or doors in locations). If the proposal is an addition or a remodel, then the building shall delineate the where or what existing elevation looks like and where the new construction will occur.

Landscape Plans

A detailed landscape plan, specifying species (eg. Both common and botanic names), their sizes at installation and their proposed location on the site. Details regarding the automatic irrigation system, walls/fences, hardscape treatments and public art work shall also be provided. In designing landscape plans, the application shall also reference to the Architectural Commission's landscape policy and the associated suggested plant list prepared by the Department of Community Services.

Lighting Plan

The location of exterior lighting fixtures shall be denoted on the site plan and on the building elevations.

Various light fixtures shall be notated if more than one type is used. The type and height of the light standards inclusive of any pedestals) and wall mounted fixtures shall be indicated. Catalog Cuts (details of fixture design) and proposed wattage shall be provided.

Signing

All proposed and existing signage shall be indicated on a site plan to scale. The drawings need to be prepared exactly as the sign(s) will appear after construction. Elevations of free standing signs and building frontage(s) with wall mounted signs and detailed side views shall be provided. Information on sign details shall include: copy size and color, background color, all sign materials and dimensions, and illumination source (if applicable). A color rendering should also be provided in order to visually portray the anticipated appearance, colors, and size of the sign.

Colors and Materials

New developments, major remodeling projects, and sign proposals shall provide a color and materials board showing all building materials and colors (including roof materials, primary and accent colors and building materials) proposed.