



THE SUBMITTAL REQUIREMENTS FOR DESIGN REVIEW

Please refer to your specific application type listed below. Should you need additional clarification, a planner is available through the Development Services Department.

Please note that for the Design Review, a Preliminary Design Conference is required. The Preliminary Design Conference is a multi-disciplinary review of your project by staff, the purpose of which is to assist you with city requirements and Design Review Board standards. The conference is arranged by appointment only and you are to come prepared with two copies of the project site/plot plan, floor plan(s) and building elevations.

Design Review

Submit copies of site/plot plan, complete floor plans and all elevations of proposed building or building additions. Include building footprints, landscaping, parking, driveways, signs and important dimensions.

If the proposed project is residential in nature and includes the addition of new bedrooms and/or the replacing of the existing windows, the applicant shall verify with the City of Alhambra's Building Division and Fire Department that the new and/or replacement windows comply with the Emergency Escape and Rescue Window requirements prior to submittal of the application to the Planning Division.

Colored elevations and/or a colored rendering mounted on foam-core board (or similar material) is required. The colored elevations shall depict each side of the building in its entirety - partial elevations will not be accepted. Please note that for new multi-residential, commercial and industrial structures, colored elevations and an architectural rendering is required.

A color and materials board is required to define the proposed finishes. Please provide the colors and/or samples necessary to describe the intent of your project.

Photographs shall be submitted with all applications. Please submit 12 photographs of each of the four sides of any structure on the property (regardless of whether the structure is to be retained or removed) along with a set of mounted photographs of the existing "streetscape". The streetscape is defined as five neighboring properties (one on either side and three across the street)

In instances where there are no structures existing on the property, provide 12 sets of photographs of the existing streetscape and one additional set mounted. All photographs are to be labeled with

THE SUBMITTAL

To have a complete application submittal, the correct application form(s), fees and information (as described above) need to be submitted. Please refer to the chart below to verify the correct number of items required. To be accepted, all plans must be folded to an 8 1/2" x 14" size or less. Thank you for your cooperation.

	complete applic.	complete sets*	rendering or colored elevations	photos	color/mat'l board
Design Review	1	13	1	13	1

* complete sets include site plan, floor plan(s) and building elevations.

FEE SCHEDULE

Design Review

Signs	\$228
Design Review—Single Family	\$480
Design Review— MultiFamily & Commercial	\$960
Design Review—Window Change Outs & Front Yard Fences and Roofs	\$195

NOTE: All fees are non-refundable once a public hearing has been held on the application. Full or partial refunds may be available if the application is withdrawn prior to the public hearing. See Planning Division Staff for details.

(guideline revision date – 5/1/16)





APPLICATION FOR DESIGN REVIEW

INSTRUCTIONS TO APPLICANT

- A. Complete all numbered items. Print legibly in ink.
- B. Submit required plans and other materials. See Filing Procedure.
- C. See fee schedule for application fee.

1. Date: _____

File No.:

2. Address of Subject Property: _____

(Street address or exterior boundaries)

3. Name of Property Owner: _____

Phone: _____

Mailing Address: _____

4. Name of Applicant: _____

Phone: _____

Mailing Address: _____

5. Applicant is (please check one): Property Owner Business Owner Contractor

Agent of owner Architect

6. Nature of Request (please check all applicable boxes):

Residential

Commercial/Industrial

New Unit(s)

New Building

One Story Addition

Addition

Two Story Addition

Exterior Alterations

Sign Review

Other: _____

7. Applicant's Signature: _____ Date: _____

For Office Use

Revised: May, 2016

Date Filed: _____

Preliminary Design Conference Completed

Fee Paid: _____

Date: _____

Receipt No.: _____

By: _____

