

**CITY OF MONTEREY**

**Architectural Review Committee Resolution No. 98-02**

**Application Submittal Requirements**

**CONCEPT PLAN REVIEW**

Architectural Review Committee’s mission is to encourage and promote development that is related to the setting and established character of the surrounding area or neighborhood. To achieve compatible design and to properly evaluate applications, the ARC requires legible plans that fully describe the design intention for the proposed project.

The following information has been determined by the Architectural Review Committee to be the minimum required for a Concept application. **All applications must be complete to be scheduled for review.** Incomplete applications will be returned without review. If you can demonstrate that the design can be fully explained without all of the information identified in these requirements, the Planning Division may waive one or more of the identified plan requirements. The applicant should obtain any waiver(s) prior to submittal of the application.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(original signed by Chair and Vice Chair October 21, 1998)

**General Information**

- All plans must be legible and at an adequate scale to show sufficient detail to properly evaluate the design.
- All plans must include owner’s name, and applicant’s name if applicant is not the owner.
- All plans must include the property’s address (if property is a vacant lot, contact the Building and Safety Division at (831) 646-3891 for an address designation).
- Floor and elevation plans are to be prepared at the same scale.
- Two (2) sets of full-size plans and one (1) 8 ½” x 11” reduced copy are required. All lettering and dimensions on the reduced copy must be legible.
- All plans must include the scale, a north arrow, and the name of the person who prepared the plans.
- All plans must include a project summary designating:
  - 1) Type of project
  - 2) Lot area
  - 3) Existing square footage
  - 4) Proposed square footage
  - 5) Total square footage
  - 6) Lot coverage
  - 7) Floor Area Ratio (FAR)
  - 8) Number of parking spaces required

- 9) Number of parking spaces provided.

### **Neighborhood Compatibility Checklist**

If application is for a residential project that is new construction, 2-story construction, and/or a major remodel that is visible to the street, complete and submit the Neighborhood Compatibility Checklist.

### **Site Plan or Plot Plan**

- Show all existing and proposed improvements.
- Show minimum required property line and yard setbacks.
- Dimension proposed setbacks to property lines.
- Indicate status of existing site/structures (i.e., to be removed, unchanged, to be renovated).
- Show all property lines and off-site improvements (e.g., sidewalk, curb, gutter, street trees).
- Show all driveways, parking areas, walkways, patios, and other impervious surfaces.
- Show existing trees and large shrubs:
  - 1) Indicate their status (i.e., to be removed, preserved, transplanted);
  - 2) If property is vacant, show all trees over 2" in diameter as measured 4.5' above the ground;
  - 3) If property is developed, show all trees over 6" in diameter as measured 4.5' above the ground;
- Show all landscape areas.
- Accurately establish and draw in professional manner topography and slopes.
  - 1) If property is level, include spot elevations at property corners, at building corners, and at driveway corners.
  - 2) If property slopes, show slope contours.
  - 3) Interval between contours will depend on steepness of slope.
- If the site has special and/or distinctive features such as steep slopes, numerous trees, creeks, or drainage courses, the Planning Division may require the property to be surveyed by a licensed surveyor or civil engineer prior to Concept review.
- Indicate method for controlling on-site drainage and direction of drainage.
- Show proposed floor elevation of first floor.
- Show all existing and proposed retaining walls and/or manufactured slopes.
- Indicate locations of all commercial identification signs.

### **Floor Plan**

- Show existing floor plans, if applicable.
- Show proposed floor plans.
- Show door and window locations.
- Label rooms and stairs.
- Show on first floor outline of second floor if footprint differs.
- Indicate all finish floor elevations and floor level changes.

### **Roof Plan**

- Show roof slope and overhangs.
- Identify roof material.

## **Elevation**

- Show all elevations.
- Identify all exterior building materials, including window frames.
- Dimension height to highest element of roof and height to mid-point of roof measured from existing or finish grade, whichever is lower, on all elevations.
- Show floor lines, finish, and existing (dotted) grades at exterior building walls.
- Identify roof slope.
- Show all proposed detached accessory structures (e.g., carports, trash enclosures, and storage buildings).
- Show location(s) of commercial identification signs.

## **Details and Sections**

- Provide a building or wall section to show: offsets, eave overhang, window trim and transition between different materials.
- Provide drawings for building elements not included in wall section (e.g., balcony, handrail, fencing, and reveals).

## **Supporting Information**

- Large complex building proposals must include sufficient details to convey a complete understanding of the project. The Planning Division can assist in identifying what additional information may be needed.
- New development should be sensitive to its immediately surrounding neighborhood.
- Photographs of surrounding buildings and properties are helpful in documenting the character of the area and assist the review.
- Models, photographs of adjacent buildings, and perspective drawings may help explain the project to the Architectural Review Committee and to the public. Submittal of this type of supporting information is encouraged by the Architectural Review Committee.
- Photographs of existing on-site buildings and improvements may be substituted in lieu of elevation and detail drawings for minor addition applications.

Additional information regarding Architectural Review Committee procedures, fees, meeting schedules, Neighborhood Plans, and adopted design guidelines is available at the Planning Division of the Community Development Department, or call 646-3885.