



APPLICATION REQUIREMENTS FOR SITE AND ARCHITECTURAL DESIGN REVIEW

Site and Architectural Design Review: Design Review Board and Planning Commission review of Site and Architectural Design Review project proposal for consistency with City design guidelines and standards.

Administrative Site and Architectural Design Review; Staff review of Site and Architectural Design Review project proposal for consistency with City design guidelines and standards.

Site and Architectural Design Review Amendment: Staff review of an amendment to a Site and Architectural Design Review project proposal for consistency with City design guidelines and standards,

APPLICATION REQUIREMENTS:

- ❑ Planning Application Cover page.
- ❑ Required application fee.
- ❑ Development plan set, drawn to scale at 1/8" – 1' minimum. A licensed architect, engineer, contractor, or registered building designer is required to prepare the development plan set, unless such requirement is waived by the Community Development Director. Submit one (1) initial set for review by the Planning Division (ultimately eight (8) copies will be required for interdepartmental review and for each Design Review Board or Planning Commission meeting) of the following plans:
 - ❑ **Site Plan** to include:
 - ❑ Applicant, owner, and architect's name, address, and phone number.
 - ❑ Vicinity map showing an overview of the project location in Marina.
 - ❑ North Arrow and Scale.
 - ❑ Address and Assessor's Parcel Number (s) of the project site.
 - ❑ Two (2) foot contour lines
 - ❑ Property lines and dimensions of the site and surrounding properties.
 - ❑ Adjacent rights-of-way improvements, including utility poles, fire hydrants, meter boxes, plan lines, and center street medians and openings.
 - ❑ Outline and identify use of structures on adjacent properties within 25 feet of subject property.
 - ❑ Existing structures, parking areas, driveways, fences, walls, etc.
 - ❑ Location, size, and type of all existing trees on the property and within the adjacent rights-of-way.
 - ❑ Buildings, structures, trees, walls, fences, etc. proposed for removal.
 - ❑ Existing and proposed easements.
 - ❑ Proposed buildings and intended uses.
 - ❑ Proposed stairs, decks, patios, walls, fences.
 - ❑ Building setbacks dimensions (rear, front, and side).

- ❑ Existing and proposed trash enclosures.
- ❑ Existing and proposed gas, electric, water, sewer, and telephone facilities.
- ❑ Proposed private and common open space.
- ❑ Proposed on-site parking spaces (indicate when designated for required handicapped and visitor spaces), bicycle storage, loading areas, and circulation areas.
- ❑ Legend to include zoning and general plan designations, number existing and proposed units and bedrooms, square footage of building site area, existing and proposed building coverage, floor area ratio, private and common open space, sidewalks, and parking and circulation areas, required parking space calculations, and seating or assemblage capacity for commercial structures.
- ❑ **Landscape Plan** to include location and types of plantings, tree replacement information (if required) to include size, species, location and total number of replacement trees, outdoor lighting location and cut sheets, description of the proposed irrigation system with equipment list and cut sheets.
- ❑ **Tree preservation and removal plan** to include location and species of all existing trees with trunk diameters greater than three (3) inches as measured two (2) feet above ground and identification of those trees proposed for removal or trimming.
- ❑ **Elevations** (front, rear and side views) of proposed structures showing height from average natural grade to the highest point of the structure
- ❑ **Grading plan** to include areas and quantities of cut and fill and proposed retaining walls and heights.
- ❑ **Drainage plan** to include size and location of percolation ponds or alternate water retention structures.
- ❑ Color and material samples and colored renderings for display at public hearings.
- ❑ Street elevations showing relationship of proposed structures with adjacent properties.
- ❑ One (1) set of floor plans.
- ❑ Project Description form.
- ❑ Environmental Information form.
- ❑ Completed "Hazardous Material Questionnaire" form.
- ❑ Receipt from Marina Coast Water District (MCWD) for preliminary review fees.
- ❑ Details required by MCWD including estimated water and sewer capacity requirements for the project.
- ❑ Other materials that the Planner determines as necessary to review the project, such as noise, traffic, and geologic studies. Please contact the Planning Division to determine if additional materials will be required.

Note: All checked items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.