



ARCHITECTURAL REVIEW APPLICATION

All projects resulting in new construction require Planning Commission review and approval of all architectural designs/styles, including the proposed signage, the conceptual **landscaping**, the **exterior lighting fixtures**, all **perimeter walls or fences**, and all proposed **colors and materials**.

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

TABLE OF CONTENTS

Part A:	Submittal Checklist
Part B:	Planning Application Form

PART A: SUBMITTAL CHECKLIST

1. Two (2) packets (**NO LARGER THAN 11” X17”**) that include the following exhibits:
 - A. A site plan that identifies all building footprints, architectural styles, and color schemes for each lot. Show locations of all accessory structures, walls or fences, light standards, and landscaped areas, identifying all plant materials and quantities.
 - B. Fully dimensioned building elevations for each architectural design/style, showing all four sides, complete floor plans, and indicate the proposed building composite materials, colors and finishes. Include a roof plan showing the dimensions of all roof-top mechanical equipment (if applicable).
 - C. Fully dimensioned signage elevations for all wall, roof, freestanding or monument signs, including proposed colors and construction materials.
 - D. Details of the proposed luminaires for all exterior lighting fixtures (if applicable).
2. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
3. One (1) materials and colors sample board. Use manufacturers’ samples for all color chips, roofs materials, stone work, glass, awnings, etc.
4. One (1) colored rendering showing each architectural design/style or proposed sign.
5. One (1) written explanation of each architectural design/style describing how it complies with any applicable design guidelines and how it “fits” into the existing neighborhood.
6. Digital (PDF) version of architectural plans

PLEASE NOTE: Do not placed plastic or cardboard covers on the packets described in Item 1. Item 2 and 4 should be submitted in a larger-scale format that is suitable for display at the public hearing, **OR** they can be projected as a Power Point display from the applicant’s laptop computer, which would be preferable, if this technology is available.

PART B: PLANNING APPLICATION FORM

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

APPLICATION TYPE: _____

[List all Land Use Application types that are proposed as part of your project, i.e. "Architectural Review, Land Use Compliance Review, Minor Variance, Condition Compliance, Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

A. APPLICANT INFORMATION

Applicant _____ Phone _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Phone _____
Address _____ City _____ State _____ Zip _____
Property Owner _____ Phone _____
Address _____ City _____ State _____ Zip _____

B. PROJECT INFORMATION

Original Case No. _____
Project Description _____
Project Address/Location _____
Approval Date _____
Assessor's Parcel Number(S) _____
Present Zoning/Land Designation _____
Existing Overlay Zones (If Applicable) _____
Request: _____

Applicant's Signature _____ Date _____
Owner's Signature _____ Date _____
Applicant's Email: _____

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED
LAND SURVEYOR)
REGISTRATION NO.

PRINT NAME

SIGNATURE

(APPLICANT OR AGENT)

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.