

ARCHITECTURAL REVIEW CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

DATE SUBMITTED:	APPLICANT NAME:
PROJECT NAME:	PROJECT SITE:
CASE NO.:	FEES PAID:

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, please contact the Community Development Department.

Completed & signed *General Application Form (Applicant and Property Owner Signatures Needed)*

All *applicable fees (Reference the King City Master Fee Schedule)*

New Application:

Amendment:

Hazardous Waste Site Declaration Sheet

Landscape Permit (separate application available from City Hall, see landscaping plan details below)

Sign Permit (separate application available from City Hall, if applicable)

Electronic copy of all written exhibition materials (e.g., project description, title page, etc.)

Ten (10) copies of each of the following *exhibitions* due at the **time of application submittal**. Any modifications, thereto, will require an additional 10 copies to be submitted prior to further processing.

Exhibit 1: Project Description

Exhibit 2: Colors & Materials Renderings

Exhibit 3: Title Page, Site Plans, Floor Plans, Elevations (see Exhibitions Checklist below)

EXHIBITIONS

The following drawings, graphics or illustrations shall be signed by the architect, draftsman, designer, engineer or person designing the plans in accordance with all applicable state and city laws.

Complete Project Description with written description of:

- **All proposed activities** to be conducted on the property
- **All materials used, stored, sold and/or processed**, and the **processes involved with operations**
- **Hours and number of truck deliveries/loadings per day**
- **Hours of operation and number of employees**

Colors and Materials Rendering (All copies shall be at least 8" x 11")

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- Site Plans:**
 - Provided on *11" x 17" folded paper*
 - Drawn to scale** using standard architectural practice (1" = 20' unless otherwise approved by Community Development Department). All dimensions shall be in square feet unless otherwise noted
 - North arrow, date, and scale**
 - Legend**

- Title Page** with written description of:
 - Surrounding property uses** (e.g., single family residential, school, park, restaurant)
 - All **setback dimensions** from property lines (front, sides, rear)
 - Lot size**
 - Site coverage
 - Main and accessory buildings** (percent of total lot)
 - Swimming pools and covered patios** (percent of total lot)
 - Parking areas, driveways, and uncovered patios** (percent of total lot)
 - Landscaping coverage** (percent of total lot)
 - Impervious surface coverage** (percent of total lot)
 - Size** of all proposed and existing buildings
 - Total number of proposed and existing off-street parking spaces including **handicapped spaces**
 - Type of exterior wall construction**

- Identification, Location, and Dimensional drawings** of entire property, including:
 - All Uses and Structures**

 - Property Lines, Fencing, and Signage**
 - All proposed and existing property lines and easements, if applicable.
 - All **setback dimensions** from property lines
 - Location and type of all **fencing**
 - Location and size of all **signs**

 - Landscaping and Drainage**
 - All proposed and existing landscape/parkstrip areas
 - Site drainage**

 - Parking and Circulation**
 - Location of all proposed and existing off-street parking spaces including **handicapped parking spaces**
 - All proposed and existing parking area lighting
 - Size and location of **adjacent right-of-ways** and all **street encroachments**
 - Size and location of all **paved walkways** (concrete)
 - All proposed and existing curbs, gutters, sidewalks, driveways, and **areas** conforming to existing improvements
 - Traffic islands**

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Utilities and Trash Enclosures

- Location and elevation of all proposed and existing *utilities* (underground and overhead)
- Location of all proposed and existing *utility poles, overhead lines, streetlights, fire hydrants, street signs*, etc. along project frontage and alley, if applicable
- Location, size, and elevation of *trash enclosure(s)*

Floor Plan

- Uses* (e.g., office, dining, bedroom, storage, etc.)
- Gross floor area* dimensions
- Dining area* dimensions, as applicable
- Sales floor area* dimensions, as applicable

Elevations (at scale)

- Elevations at *property corners* and all *adjacent properties* (public and/or private)
- Pad and finish floor* elevations for all existing buildings
- Size, location, and elevations of all *openings* in the exterior walls of the building
- All proposed and existing *landscaping*

Landscaping plan prepared by a licensed landscape architect which provides the following information:

- A site plan showing the property drawn to scale identifying *all buildings* and *landscaping*
- A legend to identify the type and size of *all plants* and *ground cover* to be used
- Size and location of all areas to be landscaped including all areas to be planted in *grass*
- A *drip irrigation plan*

A *lighting plan* is to be provided with the following:

- The lighting plan is to show the location of all *exterior lighting*
- Manufacturer specification sheet* for each *type of light* to be used, including the wattage of each fixture

Trip Reduction Checklist required for projects that include 25 or more housing units, or will involve 50 or more employees at completion. (See **Chapter 12.24** of King City Municipal Code for requirements and other information)

Note: Locally generated springtime figures (May-September) may be substituted once collected and approved by TAMC.

You may use the following table to compute number of employees.

Use			Number of Employees:
Commercial:	_____ Square Feet	/ 500 =	_____
Office/Professional:	_____ Square Feet	/ 250 =	_____
Industrial:	_____ Square Feet	/ 525 =	_____
Hotel/Motel:	_____ Rooms	x .8 =	_____
Restaurant:	_____ Seats	/ 10 =	_____
Hospital/Other Medical:	_____ Beds	/ 4 =	_____
	Total:		_____