



**PLANNING SERVICES  
DEPARTMENT**

411 Main Street (530) 879-6800  
P.O. Box 3420  
Chico, CA 95927-3420

Application No. \_\_\_\_\_

**APPLICATION FOR  
Architectural Review and  
Historic Preservation Board**

**Applicant Information**

<b>Applicant</b>	Phone	
Street Address	Email	
City	State	Zip

<b>Property Owner</b>	Phone	
Street Address	Email	
City	State	Zip

<b>Architect or Historical Consultant</b>	Phone	
Street Address	Email	
City	State	Zip

**General Project Information**

Project Name	Assessor's Parcel Number	Parcel Size
Location/Address	General Plan Designation	
Description	Zoning	

**Submittal Requirements**

Application requirements are as indicated on attached checklist. The City's **Design Guidelines Manual** (which is available online at [http://www.ci.chico.ca.us/document\\_library/departments/planning\\_department/Design\\_Manual.pdf](http://www.ci.chico.ca.us/document_library/departments/planning_department/Design_Manual.pdf)) must be consulted to ensure that important design principles are considered and to help expedite the processing of applications. Prospective applicants are encouraged to meet with Planning Services staff prior to submittal. Please call the Department at (530) 879-6800.

**Applicant Authorization and Signature**

Projects subject to architectural review and approval are processed in accordance with Chapter 19.18 of the Chico Municipal Code. Applicants are highly encouraged to read this chapter prior to application submittal. I certify that the information provided with this application is complete, true, and correct to the best of my knowledge and belief, and that if I am not the property owner, I have been authorized by the property owner to submit this application.

<b>Applicant's Signature:</b>	<b>Date:</b>
-------------------------------	--------------

**For Office Use Only**

Application Received By	Butte County Filing Fee \$50 (Check payable to Butte County)  ____ Applies  ____ Does Not Apply	Receipt No.
Date		Application Fee \$
Assigned Planner		Environmental Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)

# Application Submittal Checklist

## PROJECT DESCRIPTION

Submit a brief project description that includes the architectural concept and design approach. Indicate any applicable Design Guidelines from the City of Chico Design Guidelines Manual and how related Design Objectives in the Manual are met. If alternate design solutions are proposed other than those in the Design Guidelines Manual, please state how related Design Objectives in the Manual are met.

## ALL SUBMITTED DRAWINGS

**Applicants should only submit two folded full-size color copies and two color reductions (11 X17-inch) of all drawings with the initial application.** Following a determination of application completeness, Planning staff will request additional copies as necessary (typically, for a total of ten 11 x 17-inch drawings). All drawings must be to scale (including a graphic bar scale) with a north arrow oriented towards the top of the sheet of all plan drawings.

## SITE PLAN - Indicate the Dimensions of Pertinent Features

- Title block
- Property lines
- Existing/proposed structures and improvements
- Existing natural features, including trees
- Parking spaces and access, including freight delivery areas and required bicycle parking
- Landscape areas
- Surrounding conditions/structures/improvements
- Location of light fixtures, fences, etc.
- Existing/proposed right-of-way(s)
- Building setbacks
- Major landmarks in proximity
- Pedestrian circulation, including connection to public right of way
- Location of HVAC units, utility structures, electrical cabinets/panels, backflow prevention devices, etc.
- Location and height of freestanding signs
- Trash/Recycling enclosure location and materials
- Existing/Proposed Easements
- Parking Summary by Use
- Site coverage summary (percentage of buildings/parking/landscaping)

## ARCHITECTURAL DRAWINGS - Indicate the Dimensions of Pertinent Features including building height and roof pitch

- Detailed exterior elevations (all sides, identified by cardinal direction, including trash/recycling enclosures, carports, etc.)
- Utility panels, plumbing fixtures, meters, conduits, A/C units
- Accurate depiction/specification of materials/colors
- Location, design, type, and intensity of lighting
- Location of proposed signage on building
- Utility/Service Entrances
- Floorplans, if available

## LANDSCAPE PLAN - Indicate the Dimensions of Pertinent Features

*Please refer to "Recommended Street and Parking Lot Trees", available at the Planning Services Counter and website, for appropriate species.*

- Planting plan with legend
- Statement as to soils types and any special planting techniques required
- Trees to remain or be removed (note species and size)
- Fence/Wall locations, heights, designs
- Hardscape features and materials
- Exterior lighting - location, height, design, type of lamp, and intensity and IES cutoff classification
- Screening methods for trash enclosures, mechanical equipment, and parking areas
- Percentage of pavement shading in parking area (minimum of 50% required)
- Outdoor amenities/break areas
- AB 1881 compliance/conceptual hydrozones and irrigation methods

## SIGNAGE

- Table of total signage square footage/height
- Sign details - type, illumination, color, and materials

## MATERIALS AND DETAIL

- Color and material sample board - samples should include roofing, paint and stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, and masonry choices.
- An accurate reproduceable color copy of the material/sample board.

## OTHER (*Consult with Staff as to need*)

- Visual Simulation (when over 50,000 sq. ft. or at elevation over 250 feet.)
- Perspective drawings/Computer Simulation
- Conceptual model
- Roof and floorplans
- Lighting photometrics
- Consideration for public art

# Design Guidelines Manual Quick-Check

<b>Proposals should reflect the following principles from the City's Design Guidelines Manual:</b>	<b>Reflected in proposal?</b>	
	<b>Yes</b>	<b>No</b>
The building has a clear architectural concept carried throughout all elevations.		
All four sides of the building have received equal design consideration.		
Materials or textures are wrapped around the sides of the building, rather than abruptly terminated.		
Building texture is used to create interest or complements an architectural concept or feature.		
Design takes into account existing trees, vegetation, and vistas.		
Design takes into account the character, massing, and setbacks of neighboring buildings.		
Signage is designed as an integrated architectural element.		
Exterior lighting is directed downward and onto the site; light sources are concealed from offsite		