



CITY OF SEASIDE

Resource Management Services | Planning Division
Architectural Review Application (Commercial)

BAR-19-_____

File # _____

TO BE COMPLETED BY APPLICANT

Project Address or Location: _____ **APN:** _____

Project Description (attach if needed): _____

Applicant / Primary Contact:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Property Owner:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Property Owner's Statement: "By my signature, I hereby certify that I am the legal owner of record of the property identified in this application and that I approve of the requested action herein. I further certify that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

Signature: _____ **Date:** _____

Submittal Requirements

- Plan Sets** - All plans shall be accurate and clearly drawn to scale on a minimum size of 18"x24" and up to a maximum size of 24"x36" using either an engineer's or architect's scale. **Six (6) full-size plan sets and one (1) reduced set (11"x17")** shall be submitted with this application for initial review. Reduced plans may be submitted electronically in PDF format. If plan revisions are requested, planning staff will inform you if additional plan sets are required.
- Project Description / Data Table** - Provide on project plans a description of the project scope, vicinity map, address and/or APN, site area, existing and proposed floor area and site coverage calculations, existing and proposed parking spaces, number of trees proposed for removal and any other pertinent information about the project.
- Site Plan** - Show all property lines and dimensions, adjacent streets and alleys, required setbacks, structures, driveways, parking spaces, landscaped areas, signs, trash enclosures, etc. on a scaled plan of the entire subject property. Include all north arrow, structure dimensions, distances from other structures, and distances to adjacent property lines.
- Floor Plan** - Include existing and proposed plans for all tenant spaces, interior living spaces, windows, walls and doors.
- Landscape/Irrigation Plan** - Include landscape plan, plant schedule, and irrigation plan (*new construction or residential additions over 50% of existing floor area only*)
- Elevations** - Show and label all existing and proposed exterior elevations with the maximum structure height from finished grade to roof peak for each elevation. All exterior features must be shown on elevations including signs, light fixtures, utilities/cabinets, railings/stairs, walls/fences, entry doors, etc. Colors and materials should be identified on all elevations.
- Colors and Materials** - Provide one (1) presentation board with all proposed exterior materials and colors. (*if applicable*).
- Roof Plan** - Provide a roof plan for all existing and proposed structures (*only for projects that involve roof modifications*).
- Pre-stamped envelopes** for all properties within a 300-foot radius (*2nd story residential projects; consult staff for amount*)
- Additional information as may be required following initial review of the project.

TO BE COMPLETED BY STAFF

Per Approved Rates

Commercial (New Construction)

Commercial (Addition/Remodel >50%)

Commercial (Exterior Facade)

Fee Collected: _____ Receipt #: _____ Accepted By: _____ Date Accepted: _____