



**CITY OF MARYSVILLE**  
COMMUNITY DEVELOPMENT  
AND SERVICES DEPARTMENT  
530-749-3902

**MAJOR ARCHITECTURAL  
REVIEW APPLICATION**

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

Rec'd by: \_\_\_\_\_

Fees Paid: \_\_\_\_\_ Rec #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Action:  Approved  Denied

Project Address: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**REPRESENTATIVE:**

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**REASON FOR APPLICATION:**

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT/REPRESENTATIVE**

I have reviewed this completed application and the attached material. The information provided is accurate. I understand the City might not approve what I am applying for or might set conditions of approval.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER/AUTHORIZED AGENT**

I have read this completed application, and I consent to its filing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use Only**

<b>TYPE OF APPLICATION</b>	<b>APPLICATION NUMBER</b>	<b>FEE PAID</b>
<b>Architectural Review:</b>		
a. Conceptual Review:	_____	_____
b. Formal Review:	_____	_____
c. Minor/Incidental:	_____	_____
<b>Planning Commission:</b>		
Use Permit:	_____	_____
Variance:	_____	_____
Tentative Map:	_____	_____
Rezone:	_____	_____
General Plan Amendment:	_____	_____
<b>Other:</b>		
(Specify): _____	_____	_____

**FEES:**

<b>Description:</b>	<b>Explanation:</b>	<b>Fee:</b>
Base Fee:	_____	_____
Environmental Review:	_____	_____
Other Fees:	_____	_____
Total Fees:	_____	_____
Fee Paid By:	<input type="checkbox"/> - Applicant <input type="checkbox"/> - Representative <input type="checkbox"/> - Property Owner	

**Tentative Review Dates:**

- a. Review of Completeness (if applicable): \_\_\_\_\_
- b. Staff Review/Determination: \_\_\_\_\_
- c. ARB Review: \_\_\_\_\_
- d. Planning Commission Review: \_\_\_\_\_
- e. Other Review: \_\_\_\_\_

Notes to the File: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# CITY OF MARYSVILLE

## ARCHITECTURAL REVIEW MAJOR PROJECTS

### *APPLICATION INSTRUCTIONS*

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**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. If your application is not complete, a copy of this list will be returned to you marked accordingly. If submitting blueprints, Planning Staff encourages that you submit one copy of the plan to allow for application completeness check, following which eight complete sets of plans would need to be submitted.

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**Environmental Review:** *When an Architectural Review application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City architectural review process.*

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1. **Planning application form complete.**
2. **Base Application Fee:** In accordance with the City's fee schedule.
3. **Site Plan:** One copy reduced to 8-1/2" x 11".
4. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12 including:
  - a. Project Site Plan drawn to scale and indicating dimensions, property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways; trash enclosures; the location, type and trunk diameter, and status (e.g. to be saved, removed, relocated) of trees on the site; indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site, and a vicinity map showing the location of the project in relation to major city streets. Recommend using a City street map to identify location.
  - b. Statistics and Descriptive Information, including:
    - (1) The zoning and current uses of the site and adjacent properties.
    - (2) The square footage of the project site.

- (3) A calculation of the number of parking spaces required and provided.
  - (4) The area of the site to be covered by buildings and paved surfaces.
  - (5) Square footage of planted areas.
- c. Architectural Plans, including elevations views of all sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, building lighting, building materials and colors. Include eight copies of colored architectural elevation renderings reduced to 8-1/2" x 11".
- d. Preliminary Landscape and Irrigation Plans indicating proposed plant materials (including common and botanical names of all plant materials and plants), hardscape areas, existing trees to be retained, removed or replaced. Plans need to comply with Article 18 and Chapter 11 of the Marysville Municipal Code regarding landscaping. Requirements include plan preparation by a licensed landscape architect, landscape contractor or certified landscape designer and specific design standards (refer to attached landscape regulations).
- e. Signs: General locations of contemplated signage on the building or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:
- (1) Dimensions and square footage of all signs.
  - (2) Dimensions and square footage of building walls on which signs are located.
  - (3) Means of lighting.
  - (4) Heights of all signs.
  - (5) Message that will appear on each sign.
  - (6) Description of materials and colors for letters and background.
  - (7) A scaled drawing of each sign showing typeface and design details.
- f. Exterior Lighting Plan including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.
- g. Schematic Floor Plan showing interior building layouts, rooms or use areas, square footage of bedrooms, entrances and relationship to exterior use areas.
- h. Site Features Plan showing details on location and design of trash/recycling

enclosures, outdoor seating areas, walls, benches, tables, bicycle parking and outdoor storage facilities.

5. **Site Photographs** of the project site, including neighboring development and including a key map of where each photo has been taken.