



City of Salinas Redevelopment Agency
159 Main Street, Salinas, CA 93901
Telephone: (831) 758-7387 Fax: (831) 771-0458

FILING PROCEDURES FOR DESIGN REVIEW BOARD APPLICATION

Required Application and Plan submittal

Application for Design Review shall be submitted fifteen days prior to the next meeting date, together with ten (12) copies of the following materials, as applicable to the specific project. (Major renovation: 1-7; minor renovation" 4-7.)

1. A dimensioned site plan showing:
 - The lot area in square feet
 - The siting of all structures on the property
 - Street names
 - Existing and finished grades
 - Landscaping areas
 - Fencing of yards
 - Setback areas
 - Design of ingress and egress
 - Off-street parking and loading facilities
 - Any other material needed to evaluate the proposal
2. Dimensioned architectural drawings including elevations to scale of all sides of the proposed project, showing buildings, signs and fences, and indicating colors and materials to be used.
3. Preliminary landscape plans, designating areas to be landscaped, and number, species, and sizes of plant material to be used.
4. Physical, architectural and color scheme relationships of the proposal with existing and proposed structures.
5. Site photographs and elevations showing the relationship between existing, proposed, and adjacent buildings and signs.
6. Color and texture samples of actual materials to be used; perspectives, models, or other graphic materials. All signing proposals will clearly show all pertinent details including exact text, shape, color, height, dimensions, illumination, reflection, and any other characteristics that have a bearing on the appearance of the sign.
7. All plans shall be drawn at a scale which will adequately illustrate the intent of the developer on a sheet no smaller than 11" x 17".

Review Board Action

The Design Review Board shall review the materials submitted with the Application, and base its evaluation upon the following factors:

1. Site utilization.
2. Architectural considerations including a review of:
 - a. The height, bulk, and area of the buildings.
 - b. The colors and materials to be used.
 - c. The physical and architectural relationship of the proposal with existing and proposed structures.
 - d. The site, layout, orientation, and location of buildings and their relationship with open areas and the topography.
 - e. Height, materials, colors, and variations of boundary walls, fences, or screen planting.
 - f. Appropriateness of sign design and exterior lighting.
3. Landscaping, including plants and paving materials, street furniture, fountains, and other features.
4. Graphics, including all exterior signs.

The Board shall approve, conditionally, approve, cause to be modified, or disapprove each proposal. The Board may require the applicant to provide guarantees for compliance with the conditions of approval. The action of the Board may require the applicant to provide guarantees for compliance with the conditions of approval. The action of the Board shall be considered final and conclusive, excepting in the case of an appeal as provided below.

In acting upon an application, the Board shall not have the authority to waive modify, or otherwise allow any deviation from the requirements of the Uniform Building Code, Salinas Zoning Ordinance, and any development restrictions and standards set forth in the Central City and/or Sunset Avenue Redevelopment Plans or adopted by the Salinas Redevelopment Agency, unless such authority is specifically granted therein.

Appeal

A Notice of Appeal to the Salinas Redevelopment Agency may be filed with the Secretary of the Agency by any person approved or affected by a decision of the Board within five (5) calendar days after the date of the action. Within 30 days after the filing of a properly signed appeal, a hearing shall be held by the Agency. The Agency shall find whether, in its opinion, error was made, and may, within the terms of the Design Review Board Rules and Regulations, affirm, reverse, or modify the action of the Board.

Issuance of Building Permits

Any final action of the Board shall be reported to the Chief Building Official, who shall ensure that all plans submitted with an application for a building permit conform to the plans approved by the Board.



**CITY OF SALINAS
SALINAS REDEVELOPMENT AGENCY
DESIGN REVIEW APPLICATION**

1. Applicant(s) Name: _____

2. Mailing Address: _____ Phone _____

Email: _____ Fax _____

3. Applicant's interest in property (e.g., owner, renter, lessee, or any joint ownership):

4. Address of Property _____

5. Assessor's Parcel(s) Number: _____

6. Zoning: _____

7. Gross Lot Area (In acres or square feet): _____

8. Present use of site and/or building: _____

9. Describe all of the signing, painting, and awnings you intend to erect on the subject property:

a.) Total number of signs. Designate each by size, height, area, double or single-faced, colors, freestanding, wall mounted and/or projecting.

b) Will any existing structures or signs be demolished or removed?

Yes _____ No _____ If yes show on plans.

10. Describe what you intend to do on the subject property:

a.) NEW CONSTRUCTION – RESIDENTIAL: Type and total number of units (e.g., one-story single-family; two-story duplex):

b.) NEW CONSTRUCTION – COMMERCIAL: Type (e.g., retail, industry, office):

c.) If the entire project is not to be constructed at one time, indicate the number of phases, and the time until final completion:

11. Name of Property Owner(s) if different from applicant:

_____ Phone: _____

Mailing Address: _____ Fax: _____

12. Contractor or other designated representative:

_____ Phone: _____

Mailing Address: _____ Fax: _____

Email _____

CONSENT AND CERTIFICATION (applications cannot be accepted without the signatures or both applicant and property owner.)

13. Applicant's Attestation:

I/We state that as the applicant(s) for the work herein described, I/We have read the completed application and know the contents herein. I/We declare under penalty of perjury that the information contained in this application and the plans and supporting materials submitted herewith are true and correct to the best of my/our knowledge.

Applicant(s) _____ Date: _____

_____ Date: _____

_____ Date: _____

Witness: _____

14. Consent of Owner

I/We declare that I/we am/are the owner(s) of the herein described property and that I/we have familiarized myself/ourselves with this completed application and give consent to the action requested.

Owner(s) _____ Date: _____

_____ Date: _____

Witness: _____

FOR DEPARTMENT USE ONLY

The above application has been examined by me and found to be complete and acceptable for filing. Initials: _____ Date: _____

The above application has been examined for zoning compliance, and the following has been determined:

Initials: _____ Date: _____

Considered by the Design Review Board on: Date: _____

Approved: _____

Denied: _____

Modifications/Conditions: _____

