



CITY OF SAN MARINO

DESIGN REVIEW APPLICATION

Project Information

Property Address: _____ APN: _____

Description of Improvements Requiring Design Review:

Applicant Information and Affidavit

Name: _____ Role: _____

Mailing Address: _____ Phone: _____

E-mail: _____ Business License Account No: _____

I hereby certify that the property owner has legally authorized me to present this application and declare under penalty of perjury that the foregoing is true and correct. I understand that I and/or the firm/business entity I am representing must obtain and maintain an active business license with the City of San Marino.

Executed on _____ at _____, California.
(date) (city)

Signature of Applicant: _____

Property Owner Information and Affidavit

Name: _____ E-mail: _____

Mailing Address: _____ Phone: _____

I hereby certify that I am the legally authorized owner of all property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, trust, etc.; that I have legally authorized the applicant to present this application; and declare under penalty of perjury that the foregoing is true and correct.

I understand that plans that are found to include discrepancies, errors, and/or omissions may result in delays or denial of the project; and that plans must reflect the true scope of the project and be accurate representations of the existing site and building conditions, and/or proposed use; and that I am to expect City officials to conduct exterior inspections of my property.

Executed on _____ at _____, California.
(date) (city)

Signature of Property Owner: _____

Requirements for Submittal

First and foremost, it is recommended to consult with Planning staff prior to preparing or submitting a design review application. When your application is ready for submittal, submit preliminary plans and information for the initial review by City staff. At minimum, all of the following items are required for this first step:

- Completed Design Review application with applicant and property owner's signatures.
- For projects involving additions, a completed Residential Plan Information Sheet is required to be copied onto the project plans. This sheet indicates the maximum allowable lot coverage and livable area, setbacks, and other zoning requirements for the subject property. E-mail Planning@SanMarinoCA.gov with the property address to request a copy.
- One (1) set of architectural plans. Digital plan submittals are accepted in lieu of hard copies only via e-mail or file-sharing service (no log-in required for download). Reference the
- Payment of the application fee. The City accepts either cash, check addressed to the City of San Marino, or credit/debit card. All payments for applications being submitted to the Planning Division must be made in person at this time.

Application Fees

Application fees are set by City Council resolution and are non-refundable. The fees listed below are not an exhaustive list and do not include permit costs. Additional fees may apply based on the information received.

Design Review - Minor	\$805 per application
Design Review - Major	Addition: \$1,600 per application New Second Story: \$2,095 per application New Construction: \$3,820 per application
Design Review Modification	\$520 per application
Administrative Design Review	\$325 per application
Administrative Design Review Modification	\$145 per application
Environmental Review	\$1,155 per application
Public Notice Mailing	\$100 per mailing (plus any applicable fees above)
On-Site Notice	Story Poles - \$1,000 deposit On-Site Poster - \$75 per poster

Helpful Resources

Please review the following documents and handouts, which are available on the City's website, to help prepare your Design Review Application:

- The City's Residential or Commercial Design Guidelines, as applicable.
- Design Review Procedure and Requirements
- Neighborhood Notification Packet
- Guide for Staking a Design Review Project, as applicable.



CITY OF SAN MARINO

DESIGN REVIEW REQUIREMENTS

Documentation Required for Submittal

SMMC Section 23.15.13

All requests which increase the square footage of a building shall submit a complete set of plans with basic size information and a narrative description of the work proposed and also including, but not limited to, the following list:

- A plot plan with applicable dimensions and setbacks drawn at a one-eighth inch (1/8") scale. The plot plan should also show the location of air conditioning condensers, established trees, driveways, walkways, all walls, fences, gates, pilasters, and all impervious coverage within the front yard.
- A roof plan depicting ridge lines, slope, material, and skylights.
- A floor plan at a one-fourth inch (1/4") scale, showing walls to be removed and added. All rooms shall be labeled and dimensioned. All new doors and windows shall be referenced to a separate schedule.
- Elevations of all sides of the building, identifying each side as north, south, east, and west, at a one-fourth inch (1/4") scale. The drawings shall illustrate new, existing, and removed features. All proposed materials shall be referenced on the elevations. The plate height and building height should also be depicted. Proposals that alter the side of a building shall illustrate the thirty-degree (30°) structural encroachment line.
- All significant architectural details of the exterior important to the design shall be illustrated, including, but not limited to, eave details, window details, column details, molding details, rafter details, and masonry details.
- Final specifications as to the following items and materials shall be provided: roofing materials, the range of all exterior finish colors, and all exterior siding and paving materials.
- Requests for a new residence shall include a detailed landscape plan, color and material samples, a street elevation showing the profiles of the proposed residence and each residence adjoining the side yards of the proposed residence, and the location of the datum plane with appropriate topographical elevations.
- A new second-story addition over an existing one-story house shall provide a landscape plan to address privacy.
- All requests for the construction of multiple-story buildings or a second-story addition to a building shall submit an isometric or perspective drawing of the entire structure illustrating the proposed addition from a "bird's eye view."
- The first page of a completed and signed Residential Plan Information Sheet must be copied onto the plan.

Requests for roof replacements requiring design review shall provide:

- Product brochure(s) and sample for the specific material with colors identified.
- A list of properties where the material has been applied within the general vicinity of San Marino.

Requests for new walls, gates, fences, and/or pilasters requiring design review shall provide:

- A plot plan showing the location of all existing and proposed walls, fences, gates, or pilasters with a description of the construction materials. The plot plan must also show the location of all established trees relative to the proposal. Elevations of the wall, fence, gate, and pilaster depicting the design and the maximum height are also required.

Requests for new or modified commercial signage shall provide:

- A plot plan showing the locations of all signs, elevation(s) of the building with the proposed sign(s), and a detailed drawing of the proposed sign depicting materials, copy, color, illumination, design, square footage, and surface area.

Requests for front yard paving requiring design review shall provide:

- A plot plan with applicable dimensions illustrating all impervious coverage and detail of landscaping of the front yard area.
- Plans shall provide calculations of the amount of impervious coverage and the materials and colors of the proposed hardscape.

Documentation Required for Submittal (continued)

Requests for window and exterior door replacements requiring design review shall provide:

- A plot plan at scale with a scope of work specifying the manufacturer, product, color, and number of the proposed replacement windows and exterior doors.
- A floor plan with all rooms labeled, showing the location of all windows and exterior doors, numbered consistently with a window schedule. A template window schedule can be provided by staff upon request.
- Existing and proposed elevations of all sides of the building at scale, identifying each side as north, south, east, and west. The drawings shall illustrate new, existing, and removed windows and details important to the design.
- As a separate attachment, provide color photographs that show the existing front façade of the building and every existing window. The photographs must be numbered consistently with the floor plans and window schedule and be a minimum of 4" x 6" in size. Photos must provide an unobstructed view of the existing windows, except that minor obstruction from vegetation is acceptable.

Required Findings for Approval

The DRC or Planning Commission shall consider the durability, quality and cost of construction materials when raised as an issue by the applicant. The DRC or Planning Commission shall consider all applications for design review and may deny or approve, with or without conditions, any case in general accord with the following principles and standards as determined by the DRC or Planning Commission based on findings and conclusions drawn from information and evidence presented at a public hearing:

The DRC or Planning Commission shall approve the application if it finds all of the following to be true:

- Finding 1: That the proposed structure is compatible with the neighborhood, and
- Finding 2: That the proposed structure is designed and will be developed in a manner which balances the reasonable expectation of privacy of persons residing on contiguous properties with the reasonable expectations of the applicants to develop their property within the restrictions of this code,
- Finding 3: In the case of a building addition, the proposal is compatible with the existing building which includes the rooflines,
- Finding 4: That the colors and materials are consistent and match the existing building or structure.

In reviewing roof materials, in addition to the design review findings, the decision-making body shall also consider all of the following when raised by the applicant: (1) fire, wind and/or earthquake safety; (2) structural integrity; (3) the extent the roof is exposed to public view or view by neighbors; and (4) the ability of the proposed roofing material to successfully dispose of rainwater for the particular house.

SMMC Section 23.13.04 (G) identifies separate design review findings fences, gates, pilasters, yard walls or retaining walls located in a front, side or rear yard adjacent to a street, which are subject to design review. The findings are as follows:

- Finding 1: That the proposed fence, gate, pilaster, yard wall or retaining wall is architecturally compatible with the existing residence.
- Finding 2: That the proposed fence, gate, pilaster, yard wall or retaining wall is consistent with the size and location of fences, gates, pilasters, yard walls and retaining walls on the block on which the property is located.
- Finding 3: That the proposed fence, gate, pilaster, yard wall or retaining wall preserves site lines and is otherwise located in a manner not to create a hazard to pedestrian or vehicular traffic.

Neighborhood Notification

Design review projects also require neighborhood notification. Refer to the Neighborhood Notification Packet for more information. Do not begin the notification process prior to submitting a Design Review Application or without staff approval.