



DRC COLOR & MATERIALS REVIEW CHECKLIST

CITY OF SOLVANG

PLANNING & BUILDING DEPARTMENT

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | www.cityofsolvang.com

The information on this checklist **must** be submitted with your project to be accepted for review. These are the minimum requirements and additional information may be required to evaluate your application following initial review by staff. A copy of this list will be used to check your application for completeness after it is submitted. **Applications not containing the necessary information as shown on this checklist will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided and sign the Checklist. If you believe an item is not applicable to your application, please indicate with “N/A”.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact the planning staff at (805) 688-5575x220 or via email at planningdept@cityofsolvang.com

- | Applicant | City | |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | COMPLETED Planning APPLICATION FORM. Application form can be found here: https://www.cityofsolvang.com/DocumentCenter/View/4448/PB-P1-Planning-Application .
<i>Only this application will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | EMAIL COMPLETED APPLICATION & PLANS. Email completed application and associated plans planningdept@cityofsolvang.com . All electronic plans shall be in PDF format. |
| <input type="checkbox"/> | <input type="checkbox"/> | PAYMENT OF APPLICATION FEE. Remittance of deposit as established by the Master Fee Schedule. Your application will not be processed until a fee has been paid. This can be completed by cash or check. |

Planning Application. The following must be included with all submittals:

Applicant City N/A

BASIC SITE PLAN: The following must be included with all submittals:

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans must be accurate and to scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address and assessor parcel number of the project site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name and contact information of the applicant and persons preparing the plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written “scope of work” with the project description |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning / General Plan designations of the site |

MATERIAL SPECIFICATIONS: The following must be included with all submittals:

- | | | | |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide general design details, materials, colors, and finishes for all exterior surfaces. Include largescale detail drawings of significant architectural elements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color and Material Sheet (e.g. paint swatches colors, cut-sheets, etc.) for project |

SITE PHOTOGRAPHS: The following must be included with all submittals:

- | | | | |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide Color Photographic Renderings <ul style="list-style-type: none">• Provide a mockup of the proposed alterations• Provide a current photo of the site. Must be clear and in focus. Provide a view from the street frontage and elevations |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Compliance with the California Environmental Quality Act (CEQA) - Please note that once your application is deemed complete, staff will determine if the proposed project qualifies as an exempt project (i.e., does not require environmental review).

Notice of Potential Additional Required Information - If additional information is required, the Planning Manager or their designee will inform the applicant after initial review for completeness.

I, the undersigned Applicant/Representative, have verified that all the submittal items required on this Checklist are included in the application materials and/or plans.

Signature

Date

Print Name