



PLANNING SERVICES DEPARTMENT

411 Main Street (530) 879-6800
P.O. Box 3420
Chico, CA 95927-3420

Application No. _____

- Certificate of Appropriateness**
- Certificate of Demolition**

Applicant Information

Applicant	Phone	
Street Address	Email	
City	State	Zip

Property Owner	Phone	
Street Address	Email	
City	State	Zip

Architect or Historical Consultant	Phone	
Street Address	Email	
City	State	Zip

General Project Information

Project Name	Assessor's Parcel Number	Parcel Size
Location/Address	General Plan Designation	
Description	Zoning	

Submittal Requirements

Application requirements are as indicated on attached checklist. The City's **Design Guidelines Manual** (which is available online at http://www.ci.chico.ca.us/planning_services/DesignGuidelinesManual.asp) must be consulted to ensure that important design principles are considered and to help expedite the processing of applications. Prospective applicants are encouraged to meet with Planning Services staff prior to submittal. Please call the Department at (530) 879-6800.

Applicant Authorization and Signature

Projects subject to architectural review and approval are processed in accordance with Chapter 19.18 of the Chico Municipal Code. Applicants are highly encouraged to read this chapter prior to application submittal. I certify that the information provided with this application is complete, true, and correct to the best of my knowledge and belief, and that if I am not the property owner, I have been authorized by the property owner to submit this application.

Applicant's Signature:	Date:
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For Office Use Only

Application Received By	Butte County Filing Fee \$50 (Check payable to Butte County) ____ Applies ____ Does Not Apply	Receipt No.
Date		Application Fee \$
Assigned Planner		Environmental Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)

Certificate of Appropriateness/Demolition Application Submittal Checklist

PROJECT DESCRIPTION

Submit a brief project description that includes the architectural concept and design approach. Indicate any applicable Design Guidelines from the City of Chico Design Guidelines Manual and how related Design Objectives in the Manual are met. If alternate design solutions are proposed other than those in the Design Guidelines Manual, please state how related Design Objectives in the Manual are met.

REQUIRED FINDINGS

Required Findings to Approve a Certificate of Appropriateness (COA) or a Certificate of Demolition (COD). In accordance with Chapter 19.37 of the Chico Municipal Code, submit a brief written statement describing how the proposal meets the following required Findings:

1. The proposed alterations or relocations do not detrimentally alter, destroy, or adversely affect the resource and, where applicable, are compatible with the architectural style of the existing surrounding structures;
2. The proposed alterations or relocations retain the essential elements that make the structure, site, or feature significant;
3. Any new construction conforms with any applicable design guidelines and, if the property is within a landmark overlay zoning district, does not adversely affect the character of the district or designated landmarks or historic sites within the historic overlay zoning district;
4. Any new construction is compatible with existing surroundings including the appropriateness of materials, scale, size, height, and placement;
5. Any demolition or removal is necessary because the structure or site is hazardous and repairs or stabilization are not physically or economically feasible; and
6. The site is required for a public use that will be a greater public benefit than the resource and there is no feasible alternative location for the public use.

ALL SUBMITTED DRAWINGS

Please submit only one folded full-size color copy and one color reduction (11" x 17") of all drawings with the initial application. Following a determination of application completeness, Planning staff will request additional copies as necessary (typically a total of ten 11" x 17" drawings). All drawings must be to scale, including a graphic bar scale, with a north arrow oriented toward the top of the sheet of all plan drawings.

SITE PLAN - Indicate the Dimensions of Pertinent Features

- Title block
- Property lines
- Existing/proposed structures and improvements
- Existing natural features, including trees
- Parking spaces and access, including freight delivery areas and required bicycle parking
- Landscape areas
- Surrounding conditions/structures/improvements
- Location of light fixtures, fences, etc.
- Existing/proposed right-of-way(s)
- Building setbacks
- Major landmarks in proximity
- Pedestrian circulation, including connection to public right of way
- Location of HVAC units, utility structures, electrical cabinets/panels, backflow prevention devices, etc.
- Location and height of freestanding signs
- Trash/recycling enclosure location and materials
- Existing/proposed easements
- Parking summary by use
- Site coverage summary (percentage of buildings/parking/landscaping)

Certificate of Appropriateness/Demolition Application Submittal Checklist

- ARCHITECTURAL DRAWINGS - Indicate the Dimensions of Pertinent Features, including Building Height and Roof Pitch**
 - Detailed exterior elevations (all sides, identified by cardinal direction, including trash/recycling enclosures, carports, etc.)
 - Utility panels, plumbing fixtures, meters, conduits, A/C units
 - Accurate depiction/specification of materials/colors
 - Location, design, type, and intensity of lighting
 - Location of proposed signage on building
 - Utility/service entrances
 - Floorplans, if available

- MATERIALS AND DETAIL**
 - Color and material sample board - samples should include roofing, paint and stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, and masonry choices.
 - An accurate reproduceable color copy of the material/sample board.

Design Guidelines Manual Quick-Check

<i>Proposals should reflect the following principles from the City's Design Guidelines Manual:</i>	<i>Reflected in proposal?</i>	
	<i>Yes</i>	<i>No</i>
The building has a clear architectural concept carried throughout all elevations.		
All four sides of the building have received equal design consideration.		
Materials or textures are wrapped around the sides of the building, rather than abruptly terminated.		
Building texture is used to create interest or complements an architectural concept or feature.		
Design takes into account existing trees, vegetation, and vistas.		
Design takes into account the character, massing, and setbacks of neighboring buildings.		
Signage is designed as an integrated architectural element.		
Exterior lighting is directed downward and onto the site; light sources are concealed from offsite view.		